

## **Job Title** | **Process Improvement Analyst**

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<b>Reporting to</b>	Finance Manager
<b>Business Unit</b>	MCB
<b>Department</b>	Finance
<b>Job Grade (if applicable)</b>	
<b>Location</b>	Bristol
<b>Travel Requirements (if applicable)</b>	Minimal

### **Role Summary**

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Work alongside Finance Managers to ensure we leverage our systems and technology for maximum gain through process improvements, control and governance and collaborative working.

### **Key Accountabilities**

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- Support Finance Managers in the design of system processes that drive automation within our commercial margin accounting, reporting and invoicing administration
- Creation and execution of robust test plans as part of the rollout of new processes
- Delivery of automated and robust processes
- Review negative gross margin report on a weekly basis, work with sales account managers to understand the drivers and implement corrective action where appropriate
- Review data inputs of end-to-end cost build to PriceEdge system and develop deep understanding of interplay of supplier catalogue, standard cost, landed costs and triggering of GL postings in JDEdwards
- Collaborate with buyers to resolve any arising issues with the cost build including reviews of Purchase Price Variance
- Work with 3<sup>rd</sup> party suppliers to systemize and future proof e.g. potential abv alcohol duty changes
- Develop suite of integrity reports and training material and support Finance Managers in delivery of training to both finance and non-finance colleagues
- Price band sensitivity analysis
- Daily system reconciliations and integrity checks
- Work to identify process improvement projects that enable finance and business efficiency and resources required to implement
- Ensure highest standards of project governance are in place
- Ensure communication of changes is rolled out to all impacted parties
- Help to prepare, maintain and enhance the financial accounting and control manual

### **Key Stakeholders**

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#### **Internal**

- Commercial Finance Team
- Sales Teams (Regional and National)

- Commercial (Procurement)
- Master Data Team
- Pricing Team

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**External**

- 3<sup>rd</sup> party software providers
- External consultants

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**Skills**

- Ability to apply technical knowledge to specific business processes
- Strong understanding of capability of IT systems
- Ability to work cross-functionally and at all managerial levels
- Motivated by adding value
- Dedicated to providing user friendly and useful information to commercial teams
- Excellent communication skills

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**Experience and Qualifications**

- Demonstrable experience of delivering change through projects / process improvement work
- Advanced Excel skills
- Experience of SAAS, SQL, databases and ERP systems would be beneficial