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| **RAC ROLE PROFILE** |

**Title: Head office Finance Analyst Reports to: Head of Group FP&A**

**Business: Finance Location: Either Bescot Grade: C**

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| * financial performance of Head office business areas including monthly reporting and forecasting. | * Head office business areas such as HR & Health & Safety. Will be required to support other head office business areas and FP&A requirements as and when required * cts of financial control, including production of monthly management accounts, with P&L, balance sheet & cash flow with variance analysis and commentary * monthly reporting, annual budgets, periodic reforecasts and adhoc analysis to support business objectives * for the business area management team * where applicable * project spend against budget and agreed KPIs & milestones * & accounting standards and governance * dentify opportunities to add value through continuous focus on process enhancement * cost drivers, under/over performance, trends and actions to drive improvement * projects and business cases | * ACA, CIMA or ACCA qualified accountant with some finance experience * analytical and financial modelling skills * ble to challenge constructively | * 2 * 2 * 2 * 2 * 2 |
| Headoffice Finance Analyst (C )   * Own and manage day to day financial performance of Head office business areas including monthly reporting and forecasting. * Provide full and accurate financial information, decision support, financial guidance and advice, insight and commercial challenge * Support and provide flexibility across all Head office areas as priorities require | **Accountabilities**  **Support Group/ Head Office business areas**   * Predominately supporting Head office business areas such as HR & Health & Safety. Will be required to support other head office business areas and FP&A requirements as and when required   **Financial Control**   * Own all aspects of financial control, including production of monthly management accounts, with P&L, balance sheet & cash flow with variance analysis and commentary * Produce monthly reporting, annual budgets, periodic reforecasts and adhoc analysis to support business objectives * Co-ordinate compilation of annual budget and reforecasts and supporting packs for the business area management team * Clear understanding of KPIs and performance against these where applicable * Regular monitoring, reporting and forecasting of project spend against budget and agreed KPIs & milestones * Enforce compliance to RAC & accounting standards and governance   **Financial Insight & Performance Improvement**   * Provide effective financial insight, analysis and challenge * Understand and highlight cost drivers, under/over performance, trends and actions to drive improvement * Help identify and support cost efficiency initiatives across the group * Identify opportunities to add value through continuous focus on process enhancement | **Qualifications, Skills, Specialist Knowledge & Experience**   * Studying ACA, CIMA or ACCA qualified accountant with some finance experience * Good understanding of basic accounting concepts * Strong financial control skills * Strong analytical and financial modelling skills * Good understanding of relevant commercial disciplines * Excellent relationship management and influencing skills * Excellent organisational skills * Ability to assimilate information and make decisions quickly * Hands on and eye for detail * Able to challenge constructively * Strong communications skills – written and verbal | **Competencies & Behaviours**    Need to exhibit behaviours consistent with RAC core values and competencies.    Key competencies:   * Achievement Drive – Level 2 * Commercial Awareness – Level 2 * Judgement & Decision-Making – Level 2 * Interpersonal & Influencing Skills – Level 2 * Continuous Improvement – Level 2   **Hero Values**   * **Handle it Together** * **Exceptional Service** * **Raise the Bar** * **Own It** |