

**Job title:** **Commercial Performance Analyst**

**Line manager:** Commercial Performance Manager

**Grade (if applicable):** Grade 4

**Direct reports:** None



## Role purpose:

To provide excellent front line service by working in partnership with internal and external stakeholders to ensure our customers' needs are met and the departmental financial and commercial objectives are achieved.

This role will be responsible for the timely payment of contractor payments in relation all Property Services activities including repair and maintenance and investment works. Also ensuring that costs are accurately coded to the correct budgets and broken down to property level.

This role will support on the structure, compilation, reporting and commentary of budget and financial performance of all work streams within Investment department.

The role will support with forecasting the annual spend across all Investment work streams as well as department expenditure.

## Key results:

Responsible for the timely payment of contractor invoices and ensuring they are coded to the correct budgets and properties.

- Responsible for the timely payment of contractor invoices and ensuring they are coded to the correct budgets and have a complete property level breakdown.
- Liaise with payments team and build close relationships to ensure any payments queries and invoice payments are resolved.
- Support the Manager with the monthly accruals process ensuring all costs are captured in the correct period and coded to the correct work streams (including revenue/capital splits)
- Support the Manager in the compilation of annual budgets and forward forecasts (monthly) in collaboration with Heads of Service for review and approval by the Head of Commercial Asset Investment

- Support the Manager in structuring, compilation and presentation of Investment monthly management accounts and performance reporting packs that track the actual performance of contractors, inclusive of variance analysis and commentary.
- Maintain a certified spend tracker of contractor certified payments raised and ensuring a summary invoice tracker is up to date prior to month-end reporting.
- Monitor and report actual performance against budget by contractor, including variance analysis and commentary for use across the group.
- Assist in forecasting annual spend monthly using financial modelling to highlight risks and opportunities.
- Collaborate with Service Managers monthly to review the financial performance for the month and year to date and gain operational insight for providing commentary on variances.
- Provide spend trend analysis as required by the Investment management team. Monitor trends and exceptions in all contracts.
- Help maintain a value for money log throughout each financial year that highlights key savings made through efficiency improvements.
- Ensure all financial reporting is recorded and documented.
- Carry out spot checks and audits as required
- Support the Directors and Heads of Service throughout the Investment Directorate through the provision of such services and expertise as may from time to time be required. Undertake any other duties as requested by the department's management.
- Provide a professional and friendly, customer-focused, and reliable service always
- To develop and maintain relationships with internal and external stakeholders to support our customers and consistently demonstrating a 'can-do' attitude.
- To assess clients' needs to ensure effective service delivery.
- To advise and support our customers in resolving their queries and issues, ensuring that their expectations are managed, and proactive resolutions are identified.
- To update and maintain systems/ records to ensure that information/data is kept up to date and accurate and that KPI's are met.
- To ensure that all policies and procedures are adhered to so that consistent and standard practice is achieved across the organisation.

Support the compilation of annual budgets and forward forecasts (monthly) in collaboration with Heads of Service for review and approval by the Head of Commercial and and Directors.

Support the structuring, compilation and presentation of Investment monthly management accounts and performance reporting packs that track the actual performance of contractors, inclusive of variance analysis and commentary.

## **Success metrics:**

- Contractors will be paid on time
- All invoices coded correctly and with complete UPRN level breakdowns
- To ensure that all policies and procedures are adhered to so that consistent and standard practice is achieved across the organization

## About you:

### You will be:

- A fast learner with a 'can do' attitude.
- Able to work individually and as part of a team.
- Able to manage time and prioritize tasks to ensure deadlines are met.
- Have strong attention to detail and the ability to work on a variety of tasks simultaneously.
- Able to work under pressure and meet deadlines and targets.
- Able to use relevant computer systems and software, including Excel, Word, PowerPoint, and Microsoft Project.

### You will have:

- A strong working knowledge of Excel and be able to use it to get things done in an efficient way.
- A high level of numeracy skills sufficient to understand financials.
- Ideally AAT or equivalent, Part qualified (ACCA, ACA, CIMA), degree level qualification.
- A commitment to continuing professional development.
- 1 years' experience in a similar role.
- Experience of the Mechanical and Electrical (M&E) environment (desirable)