

## Job Description

<b>Job Title:</b>	Finance Analyst
<b>Division:</b>	Finance
<b>Reports to:</b>	Divisional Controller

<b>Overall Purpose</b>
To support the Divisional Controller team in Monthly Reporting

### Key Tasks / Activities / Responsibilities

- Chasing monthly data and summarising from a variety of internal sources and departments including (but not limited to) fleet, finance, and performance
- Assisting to compile monthly finance reports
- Supporting analysis and highlighting financial data variances to Divisional Controller
- Supporting the team with detailed cost breakdowns for monthly and yearly spend on all aspects of spend data, including direct and indirect costs related to running a projects, repairs, and maintenance business
- Assisting on the collating of information of monthly data of Open Book for various external clients and stakeholders
- Setting up new starters, including direct and agency workers, on internal systems
- Daily check of duplicate Payment Notice entries on Dynamics
- Compiling of Weekly finance statements for maintenance divisions
- Compiling and distributing the monthly WIP analysis to the individual managers within the Maintenance Divisions
- Preparation of monthly journals for various costings including fleet, HR and other central support divisions
- Any other duties and responsibilities as reasonably required

## Person Specification

### Key Knowledge

- Intermediate Excel (essential)  
knowledge of v-lookups, pivot tables, and other complex formulae (desirable not essential)
- Knowledge of ROCC, Dynamics (desirable not essential)

### Key Skills

- Attention to detail and able to analyse data
- Good verbal and written communication skills
- Proficient in financial software applications such as Sage 200 and Microsoft Dynamics products (desirable)

### Key Experience

- Previous experience of working in a finance team preferable
- Experience in a collaborative and collegiate environment

### Other Key Information

- Candidates must be eligible to work in the UK full time without restriction
- All staff have a personal responsibility and accountability to Axis to ensure that their day to day activities adhere to the Sustainability Policy Statement and Plan and minimise the impact upon the environment.
- It is the responsibility of all staff to ensure that their day to day activities embrace sustainability and reduce the impact upon the environment by minimise waste and maximise recycling; saving energy; minimise water usage and report any electrical faults, water leakage or other environmental concerns to the facilities or line manager.

I have read and understood the provisions of this job description.

I understand that this document forms part of my employment and I hereby confirm my agreement with its provisions.

Name:

Signature:

Date: