

Role Profile – Spar UK

Title:	FP&A Analyst	Reports to:	Head of Finance
Department:	Finance		
Location:	Harrow		

Dimensions

- a) Responsible for People:
None

- b) Financial Responsibility
See below;

Work Pattern

9-5 but as required

Based at Spar UK in Harrow but some travel may be required to UK locations, including Scotland and Northern Ireland.

Purpose of Role

Reporting into the Head of Finance, the FP&A Analyst will be a key member of the Finance team providing analysis and creating financial/performance reports in relation to distributable income. The role will support the development and implementation of a rebate management system whilst driving greater visibility of the planning and performance of distributable income.

SPAR

SPAR is a 'symbol' group, which means individual SPAR members retain their independence but enjoy the advantages of belonging to a global brand. SPAR members reap the benefits of being part of a large international organisation with collective buying and marketing power, a strong corporate image and impressive back-up resources. The distribution is organised through five wholesalers (RDCs) who are individual businesses in their own right and who then supply product to their own (company-owned) stores and independent retailers.

SPAR has been awarded Symbol Group of the year 2018 for the sixth year in a row.

Principle Accountabilities

- Reviewing processes and controls within distributable income and ensuring they follow Finance procedures and best practice
- Developing budget and forecast models, including cash flow forecasts
- Review and challenge quarterly income forecasts and prepare a variance analysis to actual performance
- Preparing high level performance reporting and analysis for income streams, subsequently identifying trends and opportunities
- Working closely with the Trading Department on the introduction of a rebate management system
- Working closely with the Management Accountant to create clear timelines for budgeting and forecasting and ensuring submission of income details within those timelines.
- Providing support to RDCs around revenue recognition and the benefits of collaborative buying (Gatekeeper)
- Business partnering with senior stakeholders across the business
- Suggest updates and improvements for accounting systems (primarily Sage)
- Create systems to prevent errors in MI data collection and calculations
- Report to the Chief Information Officer and other Directors as applicable with timely and accurate financial information
- Assist in presenting reports to senior executives, stakeholders, and board members
- Providing support with year-end audit
- Ad hoc Financial analysis and reporting as and when required
- Supporting and working closely with Head of Finance and Finance team
- Supporting in deputising in the Head of Finance's absence
- Ad hoc duties as required from time to time

Measures for the role;

- Visible change in budgeting and planning processes for Distributable Income and Gatekeeper in SPAR UK
- Timely and accurate management reporting and MI analysis which drives performance Distributable Income and Gatekeeper
- Support for development and implementation of Rebate Management System
- Positive feedback from internal stakeholders on clarity and action ability of management information

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Person Specification for the role

Ideally suit a qualified/almost qualified Accountant with strong FP&A skills

	Essential	Desirable
Qualifications	CIMA/ACCA/ACA	
Experience	Business analysis Development of systems and reports Business partnership with multiple stakeholders with differing levels of financial understanding Experience with SAGE 200 Experience working with stakeholders in collating requirements and supporting system implementation	
Skills	Strong analytical, and excellent communication skills	
Competencies/ behaviours	Results orientation, balanced with empathy and coaching skills to ensure adoption of new systems and processes Energy and curiosity to embrace and drive change	