

## POSITION DESCRIPTION

### BUSINESS ANALYST

#### SUMMARY

S A Partners LLP is a globally recognised business consultancy specialising in Enterprise Excellence and Business Performance Improvement. Our clients include international manufacturing and service companies across sectors such as Food & Drink, Defence, Financial Services, Utilities, Retail and Life Sciences. The Head Office for the business is based in Caerphilly, South Wales. Other offices are in Ireland, Australia, and the USA. Consultants employed by S A Partners LLP operate on a global basis. The business is growing rapidly both in Europe and USA. The partnership has recently identified a requirement for a Systems and Business Analyst to work at their Head Office in Caerphilly.

#### OVERVIEW OF ROLE

You will be a flexible, highly motivated and committed individual, a highly-organised self-starter and be willing and able to assume responsibility. As you will be working within an internationally dispersed business, the ability to work as part of a 'virtual' team and to build effective relationships is essential. You will be someone who can collaborate widely with colleagues across the business.

Sitting within the Finance and Operations teams you will report to the Finance Manager and will be responsible for the development of our existing reporting structure, identifying new project areas for improvement and the implementation of agreed plans.

Along with the development of the reporting capability of the business you will be expected to provide timely operational, project and finance reports along with suitable analysis/commentary of the key aspects, trends and issues within the data.

Your role will also include data input, maintenance and housekeeping along with the provision of administrative support to the Finance and Operations Team, and all other areas of the business.

A final major component of your role will be working with our business systems partners to develop the capability of our finance, operations time management, sales and events system including system configuration changes and the automation of reporting using tools such as Power BI.

#### KEY RESPONSIBILITIES

- Reporting – Monthly Analysis
  - Prepare and produce timely operational, project and finance reports for the Leadership Team with the inclusion of suitable analysis of the key aspects, trends and issues.
  - Prepare reports and support key account dashboard reviews to look at gross margin, forward load plans, project slippages and projected new sales.

- Prepare reports to support performance reviews of resource utilisation, day rates and forward load
- Manage base data associated with order book profiles
- Analyse data to confirm its integrity, statistical validity and compliance with regulatory guidance, data protection or any other audit requirements
- Identifying New Project Areas
  - Appraise and influence company system and processes with a view to improve internal their reliability recommending system improvements and identifying business areas where IT system could be used more effectively
  - Responsible for writing requirement specifications, developing and implementing processes necessary to optimise internal business systems
  - Produce wireframes (visual guide that represents the skeletal / architectural framework) to gain consensus on appropriate solutions and document according to policies and procedures
  - Development of new system solutions for the production of reports and statistical information
  - Maintain an understanding of the latest developments and version updates in system architecture
  - Attendance at User Group meetings for up to date communications on up and coming improvements and advances being made in system design
- Implementation of Solutions / Improvements
  - Liaise with team members in providing an implementation plan
  - Manage any implementation, carrying out and documenting detailed technical integration where required
  - Arrange training sessions when required - ensure an online help system, user guide or other release note is provided
  - Supporting colleagues and the Leadership team to make better use of data
- System Administration
  - System maintenance and housekeeping
  - Continually challenge current thinking and continuous improvement of ways of working and make recommendations on how to optimise business opportunities
  - Maintain all system based records ensuring data integrity is maintained at all times whilst complying with security polices
  - Manage systems upgrades
- General Business Support
  - Undertake ad-hoc finance and operational exercises / tasks
  - Support other system and communication plans as and when required e.g. cyber security, data protection, conferencing etc.....

There is an opportunity for this role to grow, therefore a proven interest in IT, system architecture, analytics and communications, along with a need to develop is fundamental. We are willing to support the successful candidate through a journey of learning and development and with the pursuit of professional qualifications.

## SKILLS AND ATTRIBUTES

We are looking for an experienced individual that has:

- A relevant post graduate qualification would be advantageous
- Excellent computer literacy with MS Office
- Experience of SQL & Tableau is desirable
- Knowledge and understanding of Deltek **Vantage Point** would be favoured – alternative experience in a professional services environment would be an advantage
- Influencing skills to enable plans to be developed and driven through
- Self-motivation
- The ability to communicate complex issues clearly and concisely
- Experience of analysing requirements and implementing solutions would be desirable
- A high level of accuracy
- Good problem solving skills
- Is highly analytical and logical
- Excellent organisation skills and be personally efficient
- Understands and respects confidentiality
- Confidence in their own ability and anticipate what is needed
- The ability to work under pressure on own initiative, to given timescales and meet agreed deadlines
- A willingness to learn and develop

## SALARY & BENEFITS

- The role is a full time, permanent position (40 hours per week)
- Salary range £28k – 32k per annum

In addition to the above salary, the company offers the following benefits:

- A health care package that extends to both yourself and your family – life assurance, income protection, BUPA medical insurance, dental insurance, childcare vouchers
- Holiday entitlement of 25 days, plus the 8 statutory holidays per annum
- Joining a vibrant and social office you will be encouraged to learn and develop

## ABOUT S A PARTNERS

Over the last 25 years we have supported organizations globally to deliver sustainable organizational transformation Programs. We help our clients develop their internal capability and business systems, ensuring they achieve long term success. We have a passion for improvement and we want individuals and organizations to make a positive impact and succeed. With five SHINGO award-winning publications we are also recognized as thought-leaders in Leadership, Continuous Improvement and Operational Excellence.

We have offices in the UK, Ireland, USA and Australia. Our business is owned by the partners who work in it day to day, aspirant future partners who want to own and cherish the business for the long term are always welcome.

### Our Business Principles (6C's)

Colleagues	Customers	Capacity	Competence	Company	Carbon
We will respect and support each other, keep our promises, learn by sharing our skills and experiences, to ensure together we are a stronger business	We will build excellent relationships and deliver excellent value for our customers to ensure long term mutual success.	We will deliver won business on time and in full creating benefit for our Customers and profit for our Company	We will lead the way in thought leadership by developing our own offers, IP and skills enabling us to satisfy the current and future needs of our Customers	We will all strive for excellence – growing profits and efficiency while protecting and cherishing our company	We will continually look at opportunities to optimise our activities and their impact upon the environment

## FOR MORE INFORMATION:

Visit our website: [www.sapartners.com](http://www.sapartners.com) / Follow us on LinkedIn / Twitter : <https://www.linkedin.com/company/s-a-partners/> / [@S\\_A\\_PARTNERS](https://twitter.com/S_A_PARTNERS)

## TO APPLY FOR THIS POSITION

To apply for this position either:

- ▶ Register online at [www.sapartners.com/careers](http://www.sapartners.com/careers)
- ▶ Email your CV to [ailsa.carson@sapartners.com](mailto:ailsa.carson@sapartners.com)

Please do contact our team if you would like to discuss this role in any way.