



Job description

Job title	Transport Analyst
Department	Finance
Reports to	Head of Projects & IT
Financial sign-off limit	N/A

Position summary

Main job functions

To support Countrystyle to identify the financial performance and profitability of their Artic, RoRo/Skip, Glass and Trade Waste fleets. To analyse critical data to allow accurate forecasting, to determine performance, costs and profit and identify areas of concern.

Note: in addition to these functions, employees are required to carry out such other duties as may reasonably be required.

Job location

Ridham

Supervisory responsibilities/position in structure

[Attach outline organisation chart, as appropriate.]

Main duties – principle responsibilities

Duties/responsibilities (in order of priority)	Approximate % of time to be spent
Working with the Transport Management Team, ensure that weekly fleet reports are generated and reviewed for accuracy.	40%
Analyse and identify variations in technical KPIs vs target and investigate cause.	
Create and distribute summary reports on the financial performance of each of the fleet operations such as productivity, costs and profitability.	
Assist with preparation and analysis of management accounts to ensure the production of timely and accurate figures.	20%
Work with business managers to measure and control costs for all areas of their budgetary responsibility including fleet costs, overtime, PPE etc.	20%



Identify efficiencies and contribute to solutions whether process or software	7%
Review progress of improvements and provide feedback to relevant stakeholders.	
Reconcile and analyse supplier invoicing and data	7%
Deliver analysis on ad-hoc projects when required	
Assist with software testing	6%
Staff have a duty to take care of their own health and safety and that of others who may be affected by their actions at work.	
Staff must co-operate, report unsafe conditions and comply with the company management systems and safe systems of work as well as co-workers to help everyone meet their legal requirements.	

The above list is not exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions are regularly reviewed to ensure they are an accurate representation of the post.

Person specification

Skills

The post holder will require a certain level of these skills in order to carry out the role.

Essential	Desirable
Advanced level Excel (VLookups, Pivot tables and macros)	
Excellent analytical, critical thinking and problem solving skills	
Ability to communicate complex data effectively	
Data Management and Manipulation skills	

Experience

Include specific experience that is important for the post holder to have in order to perform the role.

Essential	Desirable
Accounting experience	Transport industry experience, ideally within a waste management organisation
Experience with financial processes and practices	



Experience of analysing and interpreting large sets of data	
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Qualifications

Academic or professional qualifications that would be important to the performance of this role.

Essential	Desirable
AAT or other accounting qualification	

Competencies

Other role specific behaviours or expertise that will give the job holder the ability to succeed and be efficient in this position.

Essential	Desirable
Exceptional attention to detail	
Team Player	
Ability to prioritise and manage your own time to meet challenging deadlines	
Motivated to continuously learn and improve	

Signed

Signed for and on behalf of Countrystyle Recycling Ltd		Date	
Signed by job holder		Date	