|  |  |  |  |
| --- | --- | --- | --- |
| SECTION 1 – IDENTIFYING INFORMATION | | | |
| Job Title | Commercial & Procurment Analyst | Department | Commercial & Operations Finance |
| Function | Finance | Site | All UK sites |

|  |
| --- |
| SECTION 2 – JOB SUMMARY |
| Reporting to the Senior Commercial & Procurment Analyst, the Commercial & Procurement Analyst is responsible for providing financial and data support to the Group Procurement & Commercial Finance functions. This work is specifically to support, and where necessary, guide Procurement Managers to making strong procurement decisions based on robust data, and support Commercial finance in the development of reporting and challenging performance and forecasts through analytical review  Position will complete miscellaneous projects as assigned. |

|  |  |  |
| --- | --- | --- |
| SECTION 3:  Role Accountabilities | Supporting Activities | % Time on this activity |
| Business Reporting and Period End | * Create strong relationships with the Procurement & Commercial teams to understand key categories to provide data and reports to support procurement & commercial decision making. * Create strong relationships with all Site Finance teams to understand business needs and direction * complete weekly, monthly, quarterly and annual reports that support and give a foundation to category procurement strategic intent * Understand long range sourcing plans for key, identified commodities and devise ways of how data can support Procurement Managers in achieving their sourcing plans. * Provide regular reporting on purchasing activity, supplier performance, Continuous Improvement plans and market activity. * Collate analysis and commentary on period end performance * Responsible for the monthly reporting of Obsolete and Materials Delivery costs * Complete the period end controls for procurement completing the PPV reporting understanding variances vs plan and YoY * Be the conduit for Master data identifying and ensuring problems are resolved | 40% |
| Budget & Forecast Reporting | * Be the face of Procurement for the site and central Finance teams for all budget and forecast activities, collating and challenging inputs. * Co-ordinate the procurement & supply chain input to all budget and forecast requirements for the business, challenging outputs appropriately with insight * Complete and support the rolling forecast process for commercial co-ordinating excel models and the transition to systemic approaches over time as investment occurs * Provide challenge to Procurement, Demand and Sales Managers with he support of the senior analyst and Business Partner * Build the risk and vulnerability tool for the procurement team * Analyse the risk and opportunity position against all categories to build the right discussions with the Procurement Managers on how to manage the risk * Implement methods and means to measure and analyse supplier performance which will support the build of supplier continuous improvement programs | 30% |
| Cost & Project Management | * Responsible for the accurate and timely response of all budget, reforecast and general finance reports to the Business * Support the costing accountant with the development and management of the product costing process, establishing SLA’s. covering for annual leave etc * Build and manage monthly PPV reports * Build and manage Procurement KPI tracking tool * Understand the collation of commercial reports (Period end, Forecast and planning [JBP models etc] | 20% |
| Training & Performance Management | * Develop and nurture strong relationships with internal stakeholders / customers and generate insight to support and where necessary, challenge proposed procurement strategies * Build and drive personal development plan in conjunction with line manager | 10% |

|  |  |
| --- | --- |
| SECTION 4:  Technical/ Other Competencies | Description |
| Execution Skills/ Project Management | Ability to complete assigned goals and priorities of varying complexities. Experience of managing multiple tasks, completing priorities and conflicts; producing value added results |
| Communication, Influencing, Persuasion | Oral, written communication skills; able to address both small and larger groups; senior management presentation experience; ability to influence, persuade, convince and align stakeholders to ideas and direction |
| Sourcing Principles and Methodology | Acumen of and experience with process, methodology, tools and analysis used to conduct sourcing events; includes opportunity analysis through to implementation |
| Problem Solving Approach & Methodology | Experience with problem solving situations; includes approaches used, tools, tactics used; managing for effective outcomes |
| Analysis Skills | Advanced Excel, ability to consider a situation and propose methods to understand it more effectively through data and numbers |
| Strategy Development, Innovation, Invention | Ability to use multiple inputs to establish direction; ability to set a pathway and establish a plan to achieve; critical thinking and creativeness to invent or re-engineer approaches; innovative, out-of-box thinking |
| Initiative/ Intuition & Entrepreneurial skills | Ability to independently evaluate, assess and initiate action; recognition of positive and negative impacts of actions, decisions other market forces on business and people; application of ideas and insight into daily work practice |
| Data, Process Analysis, Opportunity Assessment | Identification and quantification of business improvement, cost reduction and value add opportunities; includes utilization of tools, tactics and resources to leverage data; structure, framework and process to develop and propose opportunities |
| Continuous Improvement | Experience identifying, leading and managing continuous improvement efforts; structuring successful supplier relationships; addressing corrective action efforts; exposure to quality/ improvement philosophies and relevant applications |
| Relationship Management/ Collaboration | Developing trust from stakeholders and suppliers. Aligning people behind ideas and concepts; influencing and achieving outcomes through other groups. Resourcefulness, relationship development, tool utilization, and experiences of working with others to accomplish objectives through other groups. Resourcefulness, relationship development, tool utilization and experiences of working with others to accomplish objectives; proactively seek others for feedback, interest; sharing knowledge; inclusion and involvement |

|  |  |  |  |
| --- | --- | --- | --- |
| SECTION 5:  Interpersonal Contacts | | | |
| Internal Contacts | All departments at levels of management | Finance Teams across the business. Cross functional supply chain teams. | Daily |
| External Contacts | Data and Finance institutions | Understand market trends (food and commodity) | Daily |

|  |  |
| --- | --- |
| SECTION 6:  Hain Daniels Values | |
| Ambition and Energy  “Reach For The Stars” | * Do the best you can every day * Sets challenging objectives * Creates focus to achieve objectives * Demonstrates a Can Do attitude * Is proactive and looks ahead * Uses initiative to develop own skills * Challenges self to go outside own comfort zone * Celebrates success amongst team colleagues |
| Collaboration  “Teamwork makes the Dream Work” | * Engages others in a common goal * Works together towards shared goals * Encourages input from others * Seeks to understand others’ priorities * Breaks down cross-functional barriers * Encourages visibility/knowledge of our sites * Shows empathy with people in all divisions * Builds relationships across divisions/teams |
| Honest Open Communication  “Keeps it clear, transparent and real” | * Keeps communication simple * Explains the ‘Why’ as well as the ‘What’ * Communicates key messages in a timely manner * Listens actively to others * Welcomes honest communication * Provides constructive, non-emotive feedback * Is prepared to have a difficult conversation * Treats private issues confidentially |
| Innovation  “Create the future” | * Challenges the status quo * Seeks better ways of doing things * Researches new ideas and solutions * Pushes the boundaries * Encourages people to share ideas * Creates engagement to implement new ideas * Empowers others to try something new |
| Excellent Quality  “Meet expectations with pride” | * Seeks to understand task requirements * Probes deeper to identify the issues * Keeps own customer front of mind * Applies best practise * Plans major projects with key stakeholders early * Delivers what is required Seeks feedback from key stakeholders * Challenges any shortfalls in quality |
| Versatility  “Wears Many Hats” | * Is willing to change * Is flexible to perform other roles/tasks * Adjusts own approach to the situation * Is open to constructive feedback * Is keen to gain new skills/experience * Expands own comfort zone * Shares own knowledge/experience * Encourages and coaches colleagues |
| Equality  “Respect each other all the time” | * Shows respect to everyone * Treats everyone fairly * Provides equal opportunities for all * Appreciates the value of different experience * Establishes the facts before making decisions * Ensures consistency in policies/procedures/actions * Fosters an inclusive environment |

|  |  |
| --- | --- |
| SECTION 6 – CONDITIONS OF ROLE | |
| State any conditions for role  (e.g. Travel requirements, site specific/multi-site, Physical conditions i.e. Hot/Cold, indoors/Outdoors, hazardous, etc.) | Position is located from Thorpe park with Hybrid Working  Frequent domestic travel between HD UK sites. |

|  |  |  |
| --- | --- | --- |
| SECTION 7 – POSITION IN ORGANISATION | | |
| **Peer Positions (list below)** | Team Size  (if none put 0) | 0 |
| Procurement Managers |
| Commercial & Operations Finance | Reports to  (Job Title) | Group Procurement Director |
| Demand Planning |
|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** | |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| SECTION 8 - SIGNATORIES | | | |
| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name |  |
| Date |  | Date |  |