

Role Profile

Role title: FP&A Analyst

Reports to: Head of Financial Planning & Analysis (FP&A)

Objectives of the Role

- To prepare, analyse and present, under guidance from Head of FP&A, regular and ad hoc operational information (both financial and non-financial) to Admiral Taverns Operations and Disposal teams to inform Operational and Strategic decision making.

Key Responsibilities

- Preparation of weekly and monthly operational reports and Key Performance Indicators, specifically: -
- Weekly analysis of Closed Pubs, tracking the movements from week to week, comparing to budgets and recent forecasts
 - Weekly and monthly analysis of Rent Roll by pub, BDM and region and comparison to prior periods and budget
 - Weekly analysis of the movements and forecast in Tenure by pub, BDM and region with comparison to budget
 - Weekly and monthly reporting of movements in pub Disposals with comparisons to budget
 - Weekly calculation of Freestock with comparisons to budget and prior periods
 - Preparation of monthly summaries on tenure and disposals for the purposes of presentation by the Board
- Provide support to other members of the Financial Planning and Analysis team on regular monthly reporting and on-going projects
- Manage the Disposal Consent process through collaboration with the Disposal Manager and other external parties
- Work with both the Operations Admin department and BDMs to ensure that the pub letting process is both Pubs Code and Code of Practice compliant
- Provide support to other departments within Admiral Taverns to develop and maintain any KPI, or other reporting requirements, as necessary
- Liaise with IT team to ensure operational data is stored and can be accessed effectively
- As part of the Financial Planning & Analysis team, assist with any other ad-hoc reporting, analysis or planning that may be required from time to time

Key Skills

- Part Qualified ACCA/CIMA or similar experience individual
- Demonstrating an ethic of delivering high performance through hard work, commitment and team-work
- Accuracy and attention to detail, organisational skills and ability to work to tight timescales are critical attributes
- Good communication skills both written and verbal, ability to confidently explain financial information to non-financial personnel to support decision making
- Excel skills essential, Navision or other accountancy system skills and Power Bi experience would be desirable
- Flexibility to cover other department tasks or assist as required

Admiral Taverns Values and Behaviours

Core to the Group's ongoing success is the strength of our team. We are incredibly proud of the culture we have developed across our business. Our team are passionate, hardworking, dedicated and ambitious. Our team developed the company values themselves which means that we live these through to the core of our business. Everything we do as an organisation revolves around supporting and enabling our licensees to make their business the very best it can be.



Behaviours

1. Clarity for all
2. Positive attitude
3. Passion to succeed
4. Collective accountability
5. Mutual trust
6. Achieve together



Behaviours

1. Show empathy
2. Listen and understand
3. Support, guide, develop
4. Communicate clearly
5. Recognise and appreciate
6. Respect each other



Behaviours

1. Don't fear failure
2. Make impossible possible
3. Innovate and motivate
4. Remove barriers
5. Aim higher
6. Make a difference



Behaviours

1. Take ownership
2. Can do attitude
3. Exceed expectations
4. Aim high
5. Challenge positively
6. Deliver on time



Admiral Taverns is committed to equal opportunities for all and to the provision of a diverse and non-discriminatory working environment.