## ROLE PROFILE

|  |  |
| --- | --- |
| **Job Title** | Management Reporting Design Lead |
| **Business Unit / Group Function** | Central Services |
| **BU Team / Sub-Function** | Group Finance |
| **Location** | Arete (Cumbernauld) |
| **Team Leader** | Optimis Delivery Leader |
| **Job Level** | 4A |
| **Role Purpose**  Lead the development, delivery and implementation of Business Unit management reporting packs, ensuring alignment to any already agreed principles, and including underlying data structure development. Ensure the consistent and enduring delivery of Key Performance Indicators. | |
| **Accountabilities**   1. Lead the definition and agreement of both the format and content of the Business Unit management reporting packs, and support their embedding into the Business Unit teams as a business as usual activity. 2. Ensure the reporting provides a broad array of information from which to facilitate the understanding and evaluation of performance, and to make effective decisions, encompassing all relevant areas. 3. Define and agree the reporting packs’ KPIs and metric definitions, ensuring all are simple and clear, and yet meaningful for all relevant objectives and processes. 4. Ensure all KPIs and metric are complementary and consistent, where appropriate, and suitably documented and referenced. Related to this, deliver all reporting to standard global definitions. 5. Ensure that the reporting requirements and KPIs are aligned with code parts principles, the Global Chart of Accounts, and related data hierarchies/ account groupings. 6. In conjunction to the Business Analysis and Business Intelligent teams, support the development of detailed business analysis of the requirements and ensuring all documented requirements are clearly understood and are completed in line with approved document templates. In addition, act as the key point of contact for all relevant queries, undertaking escalation as and where required. 7. Support the full end to end testing cycle, including sign off by the business teams. 8. Ensure that all assigned tasks are delivered within an agreed implementation plan, highlighting risks to delivery. 9. Build and maintain strong relationships with stakeholders, ensuring cross-functional working supports the successful delivery of the reporting. Influence senior stakeholders to ensure disputes in the use of reporting are resolved. 10. Demonstrate commitment to delivering excellence, supporting the implementation, and embedding of reporting changes and identifying and recommending opportunities for continuous improvement and efficiency. | |
| **Qualifications/Experience**   * Qualified (ACCA, CIMA, ACA) or equivalent * Strong analytical and problem-solving skills * The ability to break down complexity, visualise it with simplicity and create clear outputs be used in future decisions * Experience of building strong relationships with key stakeholders with the ability to persuade and influence * Experience of change within a complex environment * High level of self-motivation with ability to manage own time and responsibilities in a disciplined way | |