

## ROLE PROFILE TEMPLATE

<b>Job Title</b>	<b>Carbon Reporting Analyst</b>
<b>Business Unit / Group Function</b>	Central Services / Group Finance
<b>BU Team / Sub-Function</b>	Group Management Reporting
<b>Location</b>	Arete, Cumbernauld
<b>Leader</b>	Group Management Reporting Leader
<b>People Leadership</b>	No
<b>Job Level</b>	4B
<b>Role Purpose</b>  Developing, establishing and delivering Streamlined Energy and Carbon Reporting (SECR) within the Group Finance function is the main purpose of this role. This role will also at times provide support on group wide financial and management reporting and analysis ensuring accurate and timely information is available when required to support business decisions.	
<b>Accountabilities</b> <ul style="list-style-type: none"> <li>• Develop a Group wide SECR process which is fit for purpose and can be developed over time as reporting and regulatory requirements change.</li> <li>• Work with stakeholders across the business to gather relevant data and ensure this is captured and modelled accurately and in a way which provides the right level of insight and analysis both for regulatory and internal stakeholder reporting.</li> <li>• Deliver all regulatory SECR requirements and relevant analysis.</li> <li>• Provide support for the wider team and Group finance calendar deliverables when required.</li> <li>• Demonstrate a commitment to continuous improvement, identifying and implementing process improvements as required.</li> <li>• Support the requirements of the Executive and Supervisory Boards, providing appropriate analysis and support.</li> <li>• Support ad hoc projects as required</li> </ul>	
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Creation Date:	Jul-22
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Date of last revision:	Jul-22