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| **Job Title:** | Business Analyst | **Job Holder:** | Vacancy |
| **Division:** | Group | **Dept/Sector:** | Finance |
| **Grade:** | SC5 | **Skill Group:** | Business Analysis |

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| **Job Purpose:** |
| SEA is a market leading company delivering and supporting advanced solutions in both Maritime Defence and Intelligent Transport sectors.  In Defence, we provide state-of-the-art solutions for naval ship and fleet protection, submarine communications and undersea surveillance and communication systems and products. Our systems deliver rapid response to threat and system effectiveness and interoperation. Our systems support an ever-growing number of navies across the world.  Within Intelligent Transport, we supply high-integrity transport management software and systems, specifically developed for complex road and rail environments. Our multi-platform solutions enable and promote healthier, smarter cities while enhancing road and rail safety for all.  The Analyst role will be critical in supporting the business through data analytics and information flow to align technological resources to business objectives. The role will require cross functional collaboration to provide assurance of data integrity and the development of technology solutions to better support information flow, decision making and financial analysis. |
| **Primary Responsibilities**   * Provision of analytical data supporting critical business metrics and KPI’s * Provision of support overarching the current Finance Structure to provide quality reconciled information to the business areas * Assurance of Data Integrity and Information Accuracy * Provision of Information to support decision making and trend Analysis * Collaborative support for the business areas aligned to the localised IBP processes and expectations and the provision of critical reporting to Divisional Managers and Senior Leadership Team * Support active management of risks, issues, and dependencies and escalate them appropriately. * Research of processes which drive enhanced Information flow, providing insight and recommendations to Management. * Assessment of options for process improvement including business modelling * Focus on Continuous improvement with regard to information flow utilising modern data analytics functionality * Data Orientated Support of the monthly reporting, quarterly forecasting and annual budget cycles * Variance analysis and data reconciliation support * Embed standardised repeatable data collection and information flow |
| **Skills/APM Competency Expectations**   1. Excellent Communication Skills 2. Technical Acumen related to information flow and data handling 3. Strong organisational skills with an analytical Mindset 4. Reconciliation / Assimilation of Financial Data 5. Attention to detail, accuracy and data health 6. Resourceful with creative problem solving & visualisation skills 7. Demonstrated proficiency in the utilisation of technology for data handling 8. Proactive mentality to driving continuous improvement in Data utilisation and Information Flow 9. Ability to effectively Present complex data to All levels of the organisation 10. Ability to work Macro driven data and modernise the data provision cycles 11. Experience of Creating & maintaining Automated solutions for information delivery (Power BI) |
| **Experience Required**   * Demonstrated experience of data management in finance orientated function * Understanding of financial controls, compliance and Data health * Demonstrated utilisation of technology solutions for data flow * Experience within a manufacturing background, ideally working in an engineering design and development environment. * Degree Equivalent Qualification (incorporating Data Modelling / Enhanced Data Flow) * Financial qualification (Min AAT, CIMA / ACCA) |
| Reporting Line  The jobholder will report to the Head of Finance. |
| Job Location  The primary location for the role will be Barnstaple, with hybrid working patterns available. Typically 3 days in the office and 2 days working remotely (home or other site). Travel may be required to other SEA sites as required. |
| **Job Holder Declaration:**  I accept the purpose and key result areas of my role with SEA are as outlined above.  Signature:­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Line Manager Declaration:**  I confirm that the purpose and key result areas of this role are as outlined above have been agreed with me as line manager.  Signature:­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |