

## Job description

Post Details	
<b>Job title:</b>	Financial Modeller
<b>Department / Location:</b>	London / UK Bid Team
<b>Reports to:</b>	Corporate Finance Manager / Finance Work Stream Lead
<b>Main purpose job:</b>	Role is primarily working within the UK bid team as the Financial Modeller in the production of commercial tenders and bids. Rail franchise bids require the production and submission of large and complex model suites and associated documentation. Additionally during non-bidding phases to support the wider group in ad-hoc projects and other finance related assignments.

### 1. Dimensions of role

Post dimensions	
<b>Financial/budget accountabilities:</b>	No direct budgetary responsibilities. However is expected to deliver own workload on time and within budget.
<b>Staff responsibilities:</b>	None
<b>Any other statistical data:</b>	During bid phases (typically 3-6 months, once or twice per year) the role is 100% dedicated to that project. Post-submission support and other non-bidding projects will account for the remainder of the time.

### 2. Key accountabilities/responsibilities

Number	
1	<p><i>Modelling</i></p> <ul style="list-style-type: none"> <li>▪ Populate and update the group Financial Model for UK rail bids in line with Abellio quality standards and client specification, within the timescales required;</li> <li>▪ Produce financial analysis required by the Bid Director and Finance Lead for the purpose of reporting to senior management;</li> <li>▪ Responsible for other operating cost models, documentation and operating manuals as required by the tendering authority;</li> <li>▪ Work with other modellers in the team to ensure that the model suite complies to best practice principles and client/internal audit requirements;</li> <li>▪ To create new models to a high standard as and when required.</li> </ul>
2	<p><i>Financial analysis</i></p> <ul style="list-style-type: none"> <li>▪ Analyse and review financial, legal and operational documents provided by the client, industry, and the bid team. Process data and accurately reflect assumptions through the financial model suite;</li> <li>▪ Support in the analysis of the financial status of the bid/project – providing key information for the Investment Proposal to the Board;</li> <li>▪ Support the Finance Work Stream Leader in preparing a list of initiatives proposed by the operational bid team and assessment of their financial impact;</li> <li>▪ Support to the operational teams in constructing business cases and performing investment appraisals for the proposed initiatives. This will cover all topics in bus or rail operations (e.g. staffing, fleet planning and maintenance, facility and property management, materials management, energy usage and similar);</li> <li>▪ Support to the bid/project director in updating the risk register; quantitative analysis of risks for the tender/project. Analysis of scenarios and options that support decision making;</li> <li>▪ Capturing of assumptions used in the financial projections into a Record of Assumptions.</li> </ul>

<b>3</b>	<p><i>Non-bid related</i></p> <ul style="list-style-type: none"> <li>▪ Support the company in non-bid projects as required. These projects have recently included M&amp;A projects, operating company models, performance improvement and business cases, and may involve financial or operations analysis or modelling.</li> <li>▪ Remain up to date on current financial developments that may impact on the business or bidding activities (e.g. lease accounting, taxation, pensions etc.)</li> </ul>
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### 3. Contact with others

Post Details	
<b>Purpose, nature:</b>	Whilst working within a large bid team (c.60-70) contact will be varied and multifunctional. Various lines of reporting to Bid Director, Finance Work Stream Lead, Senior Financial Modeller amongst others. Frequent communication with tendering authorities, occasionally face-to-face. Responding to questions and other dialogue with clients.
<b>Frequency:</b>	Colleagues daily. Senior Management as required. Clients varied.
<b>Means of contact:</b>	Face-to-face meetings, report writing, presentations, email and verbal.

### 4. Key behavioural indicators

Abellio common behaviours	
<b>Genuine:</b>	To be courteous and polite to colleagues and act respectfully around the office.
<b>Professional:</b>	To be accountable and reliable in delivering excellent quality of work to deadline, often under highly pressurised circumstances. Taking ownership for personal deliverables and working additional hours when required to meet deadlines (e.g. towards the bid submission date).
<b>Proactive:</b>	Continuing to improve and challenge the bidding process e.g. to improve the modelling suite based on experiences of each project.
<b>Inclusive:</b>	To be engaging and enthusiastic whilst helping to promote the development and empowerment of colleagues.

### Person specification

Person Specification		
Person Specification	Essential	Desirable
<b>Attainments:</b> education, qualifications & training requirements	<ul style="list-style-type: none"> <li>▪ Degree in numerical or scientific subject</li> <li>▪ Relevant professional accountancy or finance related qualification</li> </ul>	<ul style="list-style-type: none"> <li>▪ Member of appropriate professional association(s)</li> <li>▪ Formal Excel / modelling training and qualifications</li> </ul>
<b>Abilities:</b> skills & aptitudes required	<ul style="list-style-type: none"> <li>▪ Excellent Excel skills essential</li> <li>▪ Understanding of project appraisal techniques (e.g. IRR, NPV etc)</li> <li>▪ Good understanding of financial principles (balance sheets, cash flows, working capital, capital v revenue cost, taxation etc.)</li> <li>▪ Good communication skills, fluent spoken and written English</li> </ul>	<ul style="list-style-type: none"> <li>▪ VBA knowledge</li> <li>▪ Knowledge of handling and analysing large data sets</li> </ul>
<b>General intelligence:</b> experience & knowledge capabilities	<ul style="list-style-type: none"> <li>▪ Experience of project work with tight deadlines and ambitious targets in high pressure environments</li> <li>▪ Ability to working in multi-disciplined teams</li> </ul>	<ul style="list-style-type: none"> <li>▪ Specific modelling experience</li> <li>▪ Understanding of modelling best practice principles</li> <li>▪ Experience of public sector procurement (e.g. PFI)</li> <li>▪ Knowledge of rail industry</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Experience of working with large and complex spreadsheets constructed by others</li> <li>▪ Experience of creating well-structured spreadsheets from scratch.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Consultancy background</li> <li>▪ Experience in constructing and evaluating business cases</li> <li>▪ Experience of model auditing</li> </ul>
<p><b>Personal circumstances/wellbeing requirements:</b> e.g. travel, flexibility, health</p>	<ul style="list-style-type: none"> <li>▪ Willing to travel within UK and Europe staying overnight (at times several nights per week)</li> <li>▪ Willing to work flexibility and additional hours when required</li> </ul>	

Job Holders Comments	Line Managers Comments
<p><b>Job holder's signature and date:</b></p>	<p><b>Line manager's signature and date:</b></p>