

## Job description

Post Details	Please insert the post details
Job title:	SSC Finance Analyst
Department / Location:	Glasgow
Main purpose job:	Preparation and submission of VAT returns for all Operating Companies (OpCo's). Ownership of the VAT strategy with OpCo's and external advisors. First port of call for HMRC queries and ensuring timely receipt of VAT repayments. Analytical assistance with ad hoc financial reporting within the AR and AP teams.

### 1. Dimensions of role

Post dimensions	Insert dimension of role
Financial/budget accountabilities:	None
Staff responsibilities:	None
Any other statistical data:	Ownership of statistical submissions to HMRC, government stats and reporting on compliance with SLAs to OpCos.

### 2. Key accountabilities/responsibilities

1	<b>VAT</b> <ul style="list-style-type: none"> <li>Preparation of VAT returns for all OpCo's</li> <li>First port of call for HMRC queries – maintain up to date knowledge and understanding of VAT treatments</li> <li>Foster relationships with OpCo's FC/FDs and other key contacts to enable VAT discussions</li> <li>Training accounts payables and receivables team on VAT postings as and when required</li> <li>Submitting approved VAT returns with HMRC</li> <li>Ensuring timely receipt of VAT repayments</li> <li>Ownership of VAT strategy with OpCo's and external advisors</li> </ul>
2	<b>Financial Analysis</b> <ul style="list-style-type: none"> <li>Developing the analysis of output and input VAT to achieve higher and more efficient levels of review.</li> <li>Assisting the SSC Finance team with analytical duties relating to financial reporting, primarily covering the AP and AR functions</li> <li>Assist finance manager/controller in ad hoc SSC financial reporting.</li> </ul>
3	<b>Projects</b> <ul style="list-style-type: none"> <li>Able to assist with ad hoc projects as and when they arise, showing a determination to adhere to deadlines and satisfy internal/external stakeholders</li> <li>Seek to align the VAT processes across OpCo's, including Lennon reporting/postings</li> </ul>
4	<b>Continuous improvement</b> <ul style="list-style-type: none"> <li>Maintaining process workflows, procedures and management information in relation to the role.</li> <li>Continually reviewing the processes in place to aide maximum efficiency of the finance function.</li> </ul>

### 3. Contact with others

Post Details	
<b>Purpose, nature:</b>	Formal reporting and information provision to line manager. Formal information exchange with finance teams in subsidiary companies. Working with the AP and AR SSC teams. Information exchange with Suppliers.
<b>Frequency:</b>	Weekly/ad hoc
<b>Means of contact:</b>	Oral and written

### 4. Key behavioural indicators

Abellio common behaviours	
<b>Genuine:</b>	Demonstrates a strong service orientation – viewing staff and line managers as internal customers and operating in a professional, respectful and straightforward manner. Builds credibility, trust and a strong network of relationships both internally and externally. Honest and authentic.
<b>Professional:</b>	Takes ownership of initiatives and relishes personal accountability. Capable of applying effective focus and prioritisation to deliver responsively to stakeholder requirements.
<b>Proactive:</b>	Consistently delivers on promises and exercises appropriate cost consciousness. Promotes continuous improvement and organisational learning environment, learning from mistakes in the absence of blame.
<b>Inclusive:</b>	Demonstrates appropriate tact and diplomacy in all interactions, capable of adapting style to a diverse population and engaging with all staff members, stakeholders and internal/external customers. Ability to establish positive relationships and build rapport with employees and managers.

## Person specification

Person Specification		
Person Specification	Essential	Desirable
<b>Attainments:</b> education, qualifications & training requirements	Numerically & IT literate Intermediate MS Office skills, MS Excel.	Experience working within VAT or similar analytical background  Degree qualified
<b>Abilities:</b> skills & aptitudes required	Must be able to prioritise, multitask as well as work independently.  Ability to efficiently give priority to activities and carry out regular functions with little or no supervision.  Effective written communication.  Must be a strong communicator coupled with the ability to maintain open communication with customers, internal employees and managers as needed	
<b>General intelligence:</b> experience & knowledge capabilities	VAT knowledge  Analytical experience	
<b>Personal circumstances/wellbeing requirements:</b> e.g. travel, flexibility, health	Strong interpersonal skills, including written and oral communication skills  Comfort dealing with unique circumstances and able to work independently when required  Informs their supervisor frequently and openly about their work and the progress that they are making	

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