

## Commercial Finance Analyst

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Branch:	<i>Bristol</i>
Work location:	<i>Office/Hybrid</i>
Reports to:	<i>Commercial Finance Manager</i>
Start date:	<i>1<sup>st</sup> May 2023</i>

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### Our Values

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In everything we do at Inside Travel Group, we strive to deliver a Quality and Friendly service with Integrity, Determination and Passion using our collective Knowledge. This is at the heart of the organisation, and the company looks for every individual to demonstrate this daily. Each member of the team is expected to exemplify the company values through their work and professional conduct. We expect everyone to set an example to those around them and to be conscious that they are representing the company when working with customers and partner organisations.

### Our Culture

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You'll be part of a fun, friendly team of employees, all of whom share a passion for our destinations, a belief in our brands and a strong collective sense of values and purpose. Our work culture is supportive, creative and dedicated, and it's at its best when we all try to lead by example; the more you put in, the more you and the team get out, and it'll be important that you play your part.

### Job Purpose

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Commercial Finance is a relatively new function at Inside Travel Group with the vision to becoming a real value-adding and business-oriented function, helping the business to drive performance and realise its ambitious, investor-backed growth aspirations through effective business partnering and providing commercial insight. You will play a key role within an exciting and evolving part of the organisation with plenty of opportunity to influence and make a huge impact.

### The Role

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Reporting into the Commercial Finance Manager, this role is critical as we look to strengthen our core FP&A processes and will play a key part in developing our analytics, data and reporting capabilities. You will also act as Finance Business Partner to the Sales teams providing financial support and challenge for driving key initiatives, supporting decision-making and improving performance.

### What you will be doing

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#### Financial Planning and Analysis

- Supporting the Commercial Finance Manager with the annual budgeting and quarterly forecasting processes with a sales and margin focus, ensuring P&L forecasts are robust.
- Partnering with the Global Head of Sales to ensure they own their numbers (e.g. delivering budget targets and ensuring forecasts are accurate).
- Flagging risks and opportunities to the forecast and how they can be mitigated or realised to deliver the annual profit target.

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## Financial Reporting, Analytics & Data

- Supporting the CFO and Commercial Finance Manager with preparation of the monthly Business Review Packs by analysing business results and providing commentary and insights, as well as understanding and challenging monthly variances vs. Budget/PY where necessary.
- Ownership of sales and margin reporting for all sales branches in UK, US and Australia, including the analysis and development of KPIs and Rate/Volume/Mix analysis.
- Supporting the implementation of the Workday Adaptive planning and reporting solution, particularly with the integration of data to/from external sources, as well as producing reports and dashboards that meets the needs of Finance, the Board and Function Heads.
- Contributing to the wider data strategy and governance from a finance perspective, ensuring Finance's requirements are satisfied.
- Collaborating with the Control team to develop the Chart of Accounts to facilitate robust reporting and planning.

## Finance Business Partnering

- Acting as the Finance Business Partner to the to the Global Head of Sales, providing financial support, insight and independent challenge to assess key decisions and drive key strategies and initiatives (e.g. evaluating new business opportunities, modelling capacity of travel consultants).
- Supporting the Sales teams in the understanding of financials, including key drivers of revenue and margin (particularly business segments, e.g. Branch, Brand, Channel) and developing opportunities for revenue and cost optimisation.
- Supporting the CFO and Commercial Finance Manager with ad-hoc requests when needed.

## What you will need

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- 1-3 years of experience in Commercial Finance, Sales Finance or Marketing Finance
- Qualified accountant (ACA/ACCA/CIMA or equivalent)
- Good communication skills, written and verbal – able to tell the story behind the numbers and translate your findings in a way that is easy to understand for all audiences
- Commercially aware – demonstrates an awareness of the key business drivers and the wider industry to make informed recommendations.
- Comfortable working with complex data and systems. Able to interrogate data to provide value add analysis and to present this in a way that is accessible to others.
- Able to quickly get to grips with internal software, systems, and various specialist applications:
  - Advanced Excel skills are required
  - Experience with PowerBI and Adaptive Planning (or similar reporting platforms) is highly desirable

## What we are looking for from you

- Self-starter - able to identify priority areas, what is required and the steps needed to deliver
- Able to deal with ambiguity – can understand what is required and works out how to deliver
- Able to work at a detailed level but also able to assess the bigger strategic picture
- Dedicated – motivated by a desire to influence and drive performance improvements
- Prepared to hold others to account and challenge positively
- Collaborative – able to establish trust and credibility with business partners and comfortable working with all levels in the organisation
- Flexible - able to adapt style and approach accordingly, and step outside of comfort zone
- Enthusiastic – passionate about what you do and demonstrates a positive mindset when tackling problems

## Pay and Conditions

Candidates will need to have the unrestricted right to work permanently in the relevant branch country. For this position, we are unfortunately unable to sponsor visas. It is expected that the majority of your initial induction and onboarding will take place in the office. We are happy to consider applications for hybrid remote working in line with our flexible working policy.

<b>Base Salary</b>	£45,000 - £50,000 per year
<b>Hours</b>	37.5 hours per week
<b>Holiday</b>	25 days annual leave, rising by one day each year to a maximum of 28 days, plus statutory holidays, plus an extra day's leave for your birthday
<b>Health</b>	Employee Assistance Program; Enhanced parental leave
<b>Pension</b>	3% employer pension contribution
<b>Bonus</b>	Annual discretionary bonus based on company and individual performance
<b>Benefits</b>	Hybrid working • Volunteering leave • Regular staff socials • Discounted travel for staff, family and friends • Discounts via Perkbox • Designated learning and development time

## About Inside Travel Group

Inside Travel Group Ltd is a growing travel company whose head office is in Bristol, with other sales branches located in Broomfield, Colorado and Brisbane, Australia, and an operations branch based in Nagoya, Japan. The company consists of specialist travel brands, InsideJapan Tours which was established in 2000, and InsideAsia Tours, established in 2012 and specialising in travel to South-East Asia. The multi-award-winning company offers unique group tours, tailored travel, and cultural experiences that few get the chance to discover. Our team have had years of experience living, working and travelling in destination countries, and we offer unrivalled advice and support, whatever the customer budget or personal interests. Our holidays grant people the chance to experience both the popular and little-known aspects of local culture, giving customers an insight into the diverse character of the country they are visiting.