

Logistics Finance Analyst

Basic Job Information

Job Title	Logistics Finance Analyst
Brand/Function	Group Commercial Services
Department	Group Vehicle Operations
Job Grade	C / C1
Location	Blakelands
Role Reports to	Logistics Planning and Analysis Manager
Direct Reports	0
Budget Accountability	No

Job Purpose

- Ownership of accurate forecasting and financial planning of costs for planning rounds, budgets and monthly forecasts for all brands in the form of 'the model' - an Excel based planning tool.
- Timely submission of Logistics accounting accruals and liquidity forecasts as well as ownership of the Logistics supplier payment process.
- Creation and implementation of processes for integrity checks on supplier invoices to ensure accuracy and achieve cost savings through identification of errors. (Annual invoice value £150m).
- Reporting and detailed quantitative assessment on supplier costings.
- Management of Fuel Card and Travel System administration and reporting
- General administration tasks to support GVO/GCS

Key Areas of Responsibility

- The delivery of accurate short (current month), medium (current year) and long-term (5-year) financial forecasting for the New Vehicles Logistics budget of c.£180M per annum, identifying critical points and potential solutions to deliver an efficient and cost-effective supply chain.
- Management of monthly UK New Vehicle Logistics costs forecasting, reporting, accruals, KSRM management and payment delivering into overall new vehicle logistics results.
- Support the Logistics Planning and Analysis Manager creation, modification and maintenance of Logistics reports for publication to senior management
- Managing the New Vehicle Logistics PO requirements and ensuring all logistics costs are processed in a compliant manner and highlighting any potential risks
- Identifying opportunities for cost savings per unit delivered without compromising service levels.
- Analysis of monthly costs versus approved levels of spend. Detailed invoice reconciliation of all costs to ensure that they are in line with agreed cost levels.
- Prompt reporting and analysis of financial results, to include variance reporting on budget/forecast to senior stakeholders, and reforecasting.
- Review, revise and implement processes to make the logistics function more efficient and save costs.
- Ownership of daily logistics reports and all Financial logs including invoice errors, total spend by supplier and annual maintenance spend
- Focus on ongoing review and improvement of all processes for financial checking and forecasting

- Provide general admin support to the wider GVO/GCS team as required. Own and deliver the new starter / leaver / mover processes
- Fuel Cards – perform fuel cards administration tasks including but not limited to new cards or changes to card details. Document process activities. Assist the Group RV & Risk Manager in concluding contract discussions to enable the rollout of EV Chip & Pin enabled cards
- Cytric Administration and Requests for Pricing (RFP's) – management of user profiles and support with RFP process upon request

Compliance Responsibility

Working Relationships

Internal working relationships and stakeholders:

- GVO Vehicle Operations/Logistics managers
- Brand Supply Managers
- Finance department
- VWAG Global Travel Team

External working relationships:

- Account Directors and finance departments of supply chain partner companies (Port Vehicle handling, Ports, transport providers, insurers, claims management and Volkswagen Konzernlogistik GmbH (Logistics arm of Wolfsburg)).

Skills

- Intermediate to advanced level in Microsoft Excel
- Highly numerate and meticulous in attention to detail
- Strong commercial focus
- Strong customer Focus
- Ability to work to tight deadlines
- Proactive in identifying and implementing areas and processes for improvement

Experience

- Previous Financial/Planning role
- Previous Supply Chain Background

Qualifications

Career Pathways

- Wide scope to move role across the Group

Version Control

Date	Version No.	Reviewed by	Comments/Action
From 2021 onwards document version control is controlled via SharePoint, the latest version of this document will be held on Life Online and therefore this document is uncontrolled if printed.			