

JOB DESCRIPTION

NAME:		REPORTING TO:	Team Lead - Commercial
POSITION TITLE:	Commercial Analyst	DIRECT REPORTS:	Nil
DEPARTMENT:	Commercial	LOCATION:	Sri Lanka

POSITION PURPOSE:

The commercial analyst will be a member of the commercial reporting team and be responsible for preparing standardized commercial reports and preparing & analyzing various commercial data for the business on adhoc basis.

This role will work closely with the Melbourne Commercial team and assist in communicating commercial reporting outcomes and requirements to internal customers. This role assumes responsibility to ensure timely and accurate submission of assigned internal reports to various stakeholders of the business to enable effective business decision making.

QUALIFICATIONS & EXPERIENCE

- Completed/pursuing a degree from a recognized university or professional qualification related to accounting, finance or business management.
- 2+ years of experience in a related role.
- High proficiency in Microsoft Excel.

SKILLS & ATTRIBUTES

- Strong analytical skills
- A professional and positive attitude
- A flair to pursue a career in analytics
- Team player
- Strong communication and interpersonal skills
- High level of attention to detail
- Fast learner
- A flexible approach to work
- Thrive on change and challenges
- Ability to effectively summarize complex information
- A commitment to internal & external customer satisfaction
- Self-motivated



KEY ACCOUNTABILITIES	BENCHMARK MEASURE
<p>Prepare standardised Commercial Reporting:</p> <ul style="list-style-type: none"> • Extract, prepare, clean & maintain data to enable accurate sales and commercial reporting in accordance with reporting templates & guidelines for all reports detailed in the Commercial Reporting Requirements document • Ensure delivery of reports in line with timeframes detailed in the Commercial Reporting Requirements document • Develop or update templates in accordance with guidelines 	<ul style="list-style-type: none"> • Completion of all assigned tasks as per the Commercial Reporting Requirements document • Consistent accuracy of reporting • Delivery within specified time frames
<p>Ad Hoc Reporting:</p> <ul style="list-style-type: none"> • Provide additional ad hoc reporting as required, which may also include preparation of graphs & written analysis of results in accordance with guidelines 	<ul style="list-style-type: none"> • Accuracy of data & reports • Delivery prior to deadline
<p>Communication:</p> <ul style="list-style-type: none"> • Assist with internal communications around Commercial reporting tasks • Provide back up support as regional help desk within the business for Commercial reporting • Participate in communication strategies around Yammer • Maintain communication & occasional work diaries as specified to ensure efficiency of process completed remotely • Other ad-hoc communication requirements as they arise relating to department & company goals 	<ul style="list-style-type: none"> • Internal Customer feedback • Submission of completed work diaries when required • Full participation in communication protocols including daily updates on reporting progress, weekly one-on-one discussions & participation in weekly team meetings