Commercial Analyst & Systems Support Operative

Sponsorship:
- Reporting and forecasting sponsorship revenues;
- Running analysis of marketing activations to prove commercial viability;
- Assisting in procurement tasks and actualisation of stocking policy to ensure obligations are met; and
- Maintaining and updating the digital contract register with dates and key terms.

Commercial Analysis:
- Providing analytical support to Head of Commercial (HoC) and CFO;
- Creating modelling scenarios; and
- Extracting and analysing data from core systems to support HoC, CFO et alia.

Systems Support:
- Procure Wizard Menu, Dish and Recipe management;
- Procure Wizard Supplier and Catalogue management;
- Procure Wizard User and Approval management;
- EPoS Manager PLU and Recipe management;
- EPoS Manager Product management;
- EPoS Manager User and Clerk management;
- EPoS and Printer management;
- App. Menu, Content and Location management;
- New-systems implementation and management, as required; and
- Supporting and coaching operational colleagues on current and future systems.

Process Improvement:
- Working with the business and suppliers to improve the flow of information;
- Actively seeking to reduce paper invoicing;
- Actively seeking to improve accuracy and timeliness of information; and
- Working with HoC and Reporting Team to improve visibility of business performance.

Key Skills and Qualifications:
- Multi-site hospitality experience desirable, but not essential;
- Good Excel skills;
- Good systems understanding;
- Good communication skills; and
- Organised and good attention to detail.

Attributes:
- An ability to work under pressure and to tight deadlines;
- A flexible and pragmatic attitude, given that this role will be varied;
- Process and results driven;
- A "can-do" mentality;
- Enjoys problem-solving;
- A self-starter who shows initiative and can sensibly prioritise workload; and
- Detail-conscious, but also able to focus on the big picture.

Remuneration and Working Schedule:
- Salary: £26k-£30k, dependent upon experience;
- Working hours: full-time, core hours (must be contactable): 1100-1500 Mon-Fri, with remaining hours being flexible, yet, must be willing to address emergency Systems Support issues outside of normal hours (including weekends); and
- Place of work: hybrid working between Support Office (central London) and remote working – schedule TBD and mutually agreed.