

Transactional Projects Analyst - Kingswinford

Contract:	Permanent
Full Time / Part Time:	Full Time
Hours:	35 Hours Per Week Monday – Friday 09.0 – 5.00
Department:	Finance LCP
Location:	LCP House, Pensnett Estate, Kingswinford, DY6 7NA
Salary:	Negotiable

Purpose:

The Transactional Projects Analyst will be responsible for improving efficiency across transactional services.

Key Responsibilities:

- To identify and drive process efficiencies to improve supplier relationships, reconciling supplier statements and making accurate and timely payments.
- To monitor processing time for all purchase invoices and report KPI data on performance through the process.
- Analyse existing cash allocation accounts and implement process improvements.
- Cash allocation within the LCP/Sheet Anchor/Proudreed group of companies - monitoring 45 bank accounts and 12 subsidiaries.
- Recognise the importance of teamwork and group dynamics, building and maintaining effective working relationships within the team and with other departments.
- To monitor unallocated cash and report KPI data on projects.
- To identify and drive process efficiencies for accounts on cash allocation.
- To liaise with tenants and colleagues as required to ensure that allocations are dealt with in a timely manner.
- To carry out any other duties that may be reasonably requested from time to time.

Person Specification

- Proven experience on process implementation and project development.
- Excellent communication skills, with the ability to interact at all levels of the business and externally.
- Understanding of accounting procedures including complex national accounts.
- Resilient, with the ability to meet tight deadlines and cope with multiple & varied tasks.
- Innovative, with a desire to identify improvements.
- Willingness to learn and demonstrate a flexible approach to working.
- IT literate with a good working knowledge of Microsoft Office packages including Excel.

Qualifications

- GCSE or equivalent Grade C/4 or above in Math and English.