

## Assistant Business Analyst

### Role Description (purpose):

Carnival UK has entered an exciting growth phase with three new ships launching between 2020 and 2022. This growth requires support to ensure financial acumen and integrity are maintained throughout the organisation. As part of the Business Partnering team this role is responsible for developing and publishing monthly reporting packs, improving and assisting in the forecasting and business planning models, and providing business partnering finance expertise to your internal stakeholders. This role requires a commercially & financially astute individual who should be able to prioritise effectively and deliver accurate outputs that clearly highlight current business trends.

<b>RUI:</b> (if updating existing JD)	750	<b>Grade: 10</b>	<b>DBS check required</b>	Choose an item.	
<b>Directorate:</b> (Operating Company where Applicable)	Finance & Legal	<b>Reports to:</b>	Business Analyst		
<b>Function:</b>	Finance	<b>Team:</b>	Business Partnering		
<b>Direct reports :</b>	Not Applicable				

### Accountabilities

Business Analyst P&O & Cunard (the role will be focused on P&O but on an ad-hoc basis you will be required to support the Cunard team)

#### Financial Responsibilities:

- Preparation of Monthly Looking Back Pack – which shows booking performance and trends by channel / trade / ship & grade of travel.
- Base Commission – Responsible for forecasting and reporting Agent base commission.
- Incentive Commission – Responsible for forecasting and reporting Agent incentive commission.
- Incentive Commission Programmes – provide key data to sales, allowing the sales teams to formulate quarterly incentive commission to our key agent partners.
- Tableau – maintenance of Agent incentive commission trackers in tableau.
- Tableau – Working with the MI team to add functionality and improve reporting in tableau.
- Develop Business Partnerships within the Sales & Marketing teams.
- Support both the accounting and reporting & analysis teams with month end performance commentary.
- Preparation of Campaign P&L's and reporting of actual performance against target.
- Assist in the preparation of budgets for the Advertising & Promotion teams and produce ad-hoc analysis to evaluate the commercial effectiveness of our advertising investment.
- Assist with ad hoc reporting and analysis as required (e.g. PwC Reporting, Balanced Scorecard).

### **Health, Environment, Safety, Security (HESS) Responsibilities**

- Lead by example by taking care of the health and safety of you and others
- Report all accidents, 'near miss' incidents and work related ill health conditions to your manager/supervisor/team leader
- Follow safety rules and procedures
- Use work equipment, personal protective equipment, substances, and safety devices correctly
- Take part in safety training & risk assessments and suggest ways of reducing risks
- Appoint shore side risk assessment Subject Matter Experts as required to review and approve risk assessments
- Actively promote safe working within your team and encourage safe behaviours
- Demonstrate safety leadership in accordance with our safety leadership behaviours

### **General Responsibilities**

Adheres to Corporate Policies and Procedures, including Code of Conduct, Audit Procedures and any control related responsibility for financial data entered, stored, or reported via business systems within employee's control (list not exhaustive).

To undertake ad hoc duties as required.

### **Scope:**

#### **Problem solving:**

Problem solving is an essential part of the role – excellent analytical & numerical skills are required. The ability to present financial data to non-finance managers is essential.

#### **Impact (what impact will the role holder have on the team/ department/ function/ stakeholders):**

The role will support our business planning and partnering functions, outside of finance the role will be key contact in supporting & partnering within sales and marketing.

#### **Leadership (what level of management is required, ie multiple teams, or small teams):**

No Direct reports

### **Demonstrable Behaviours (what needs to be demonstrated in 'how' to be successful in the role) :**

#### **Self Mastery**

Is direct, truthful and widely trusted. Reflects on how their approach & behaviour impacts others. Learns from experience, feedback & takes action to continuously improve. Faces difficult issues and provides support and feedback to others to do the same.

#### **Improve & Innovate**

Makes progress & remains calm when facing uncertain situations. Seeks to understand both internal and external customer needs to inform actions. Identifies & implements useful ideas that are new, better and enhance guest or people experience. Takes creative ideas then puts them into practice.

#### **Engage & Empower**

Invites input & shares ownership and visibility. Seeks to understand different perspectives and cultures. Treats everyone as an individual, safeguards colleagues and teams Wellbeing. Coaches others & creates an environment where people do their best work.

#### **Accountability & Commerciality**

Displays a can do attitude in good and bad times. Follows through on commitments. Takes personal responsibility for decisions, actions and failures. Seeks to understand the commercial impact when making decisions.

#### **Inspire & Achieve**

Seeks to makes sense of complex situations. Keeps an eye on the future and identifies the impact on team. Communicates with energy and engages the team. Shows a clear connection between company goals and individual's aspirations & targets

**Knowledge, Experience and Qualifications required:****Qualifications – essential:**

Graduate or equivalent (Business, Management, Economics or equivalent numerate discipline)

**Knowledge/ Experience – essential:**

- Rounded individual with sound commercial background.
- Experience in producing annual budgets and monthly forecasts including standard costs management.
- Data modelling and scenario planning.

**Qualifications – desirable:**

The company will consider supporting the job holder to gain a professional accounting qualification.

**Knowledge/ Experience – desirable:**

- Experienced commercial professional with exposure to the UK cruise market (or other UK travel related industry).
- Proven experience of budgeting and forecasting within the travel industry.

**Issue Date:****Issued by  
(name):****REWARD ONLY****Grade:****RUI:****Date Approved:****Initials:**