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| Job Title | Energy Bureau Analyst |
| Business Unit | Building and Real Estate |
| Location | Home |
| Purpose | * To be part of the Sustainability team undertaking bill validation and reporting on client’s energy bills
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| GeneralResponsibilities: | * Self-motivated
* Working from home
* Being part of a larger Sustainability team
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| Specific Duties | * Receive, check and record utility bills and meter readings
* Liaise with energy suppliers/data collectors and client to resolve queries
* Provide energy management, consumption and monitoring reports for customers
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| Objectives | * To work within the Sustainability team validating energy bills
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| Qualifications | * English & mathematics grade C or above
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| Competencies | * Demonstrates a high degree of analytical skills
* Handles and interprets figures and calculations with high accuracy and understanding
* Finance experience – statement reconciliation
* Experienced user of Microsoft Outlook, Word & Excel
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| Desirable | * Exceptional organisational skills with the ability to be proactive and prioritise effectively
* Always look for continuous process improvements and efficiencies
* Some experience of energy useful
* Energy industry background (supplier or consultancy 7/or bill validation experience)
* Knowledge of Systemslink
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| Mandatory Training | * SOCOTEC Online Health & Safety Training modules - paid for by the company
* SOCOTEC Online HR Policies Awareness modules - paid for by the company
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