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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 |
| General  Responsibilities: | * Self-motivated * Working from home * Being part of a larger Sustainability team |
| 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 |
| Objectives | * To work within the Sustainability team validating energy bills |
| Qualifications | * English & mathematics grade C or above |
| 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 |
| 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 |
| Mandatory Training | * SOCOTEC Online Health & Safety Training modules - paid for by the company * SOCOTEC Online HR Policies Awareness modules - paid for by the company |