

## JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
<b>Job Title:</b>	<b>Commercial Finance Analyst</b>	<b>Internal Contacts:</b>	Airports & Sea Ports Operations, Finance
		<b>External Contacts:</b>	Government & Private Sector

### **JOB SUMMARY:**

The Commercial Finance Analyst will be responsible for providing financial analysis, forecasts for budgeting, scenario modeling, data analysis and related qualitative & quantitative analyses on existing and proposed commercial projects and agreements. Working independently or collectively, he or she will conduct complex special studies, develop performance measures and other benchmarks, prepare reports and make recommendations to facilitate management decision-making.

### **DUTIES AND RESPONSIBILITIES**

#### **Financial Analysis**

- Undertake strategic analysis of revenues and expenses in order to maximize the Authority's financial capital.
- Interpret revenue performance across the air and sea port business to undertake further analysis to understand drivers of variances to plan;
- Analyze financial and statistical results, including revenues, expenditures, aircraft & vessel movements, passenger & cargo volumes, both for internal and external reporting and drafts reports explaining the performance;
- In conjunction with the Finance Department, undertake short and long-term forecasts involving cash flows of revenues, operating expenses and capital expenditures;
- Work closely with SLASPA's Business Innovation Steering Committee to provide financial analysis pertaining to business transactions and other future port (air and sea) development and initiatives.

#### **Commercial Analysis Modeling**

- Collaborate with the Business Development and Research team to respond to ad-hoc requests for analytical insights in order to improve business and revenue growth;
- Provide ad-hoc financial modelling and data analysis to support business insight and recommendations for sound business decisions;

- Provide support to Management in preparation for business cases and forecasts for new business initiatives;
- Identify areas of opportunity to improve business performance for the Authority while monitoring and measuring improvements;
- Develop and implement procedures for improving productivity and effectiveness across the organization.

### **Research and Reporting**

- Conduct research on complex special studies and execute new business investment proposals/ structures;
- Research and analyze investment proposals to suggest strategic/ tactical methods to optimize implementation and performance;
- Utilize financial computer models and prepare reports to inform management decision-making.

### **QUALIFICATIONS & EXPERIENCE**

Bachelor's Degree from an accredited University in Finance, Economics or other related field with five (5) years' experience. Certification in Data Analytics would be an asset.

or

A Chartered Financial Analyst with a strong commercial mindset.

### **FAVORABLE SKILLS AND ATTRIBUTES**

- Strong SPSS and Excel skills with experience of using Vlookups, Sumifs, pivot tables and graphs.
- The ability to present data in meaningful formats.
- High attention to detail with an analytical approach to working.  
Self-motivated, with a proactive attitude, and a strong sense of autonomy.
- Strong interpersonal and communication skills and works collaboratively with other teams.
- Function within a team environment.
- Ability to be flexible with work assignments.
- Ability to use one's initiative and be proactive.

### **SIGNATURE**

I confirm that the requirements of this job description were discussed with me and I understand what is expected of me.

Employee's Name : \_\_\_\_\_

Employee's Signature : \_\_\_\_\_

Date : \_\_\_\_\_