



Job Title:	Finance Data Analyst
Department/Team:	Finance
Reports To:	Finance Manager
Location:	Chiswick Avenue, Mildenhall (hybrid working depending on business needs)
Date:	May 2026

### Job Purpose

Responsible for data integrity and finance reporting to help drive business efficiencies, ensuring that the business has accurate, timely and reliable financial and operational data to make better decisions on pricing, production, stock and profitability.

### Key Responsibilities

#### Cost of Sales

- Highlight sales where cost of sales are not within expected parameters.
- Ensure costs are verified, highlighting any price reviews that are needed to the Finance Manager and Business Development Manager.
- Identify where Cost of Sales are theoretical, follow up on costs and update the system.

#### Sales Order Review:

- Weekly review of open order sales line report.
- Ensure bill of materials (BOMs) are available for all order lines.
- Highlight any missing BOMs so that the required action can be taken.
- Import and track all BOMs into Odoo (ERP System - Enterprise Resource Planning System)
- Track all projects to ensure timely invoicing and revenue recognition.

#### System Development

- Reconcile opening inventory and opening orderbook to closing orderbook and production.
- Develop automation of the reconciliation process.
- Reconcile the bonus production information to actual items produced.
- Ensure system alignment between Odoo and Sage 200.

#### Purchasing Overview:

- Ensure any bespoke purchases are made and linked to the required projects.
- Ensure that critical item lead times are monitored and changes input into schedules.

#### Reporting:

- Gather data from external and internal sources ensuring accuracy and completeness.
- Review and analyse historical data to identify trends and patterns.
- Present data clearly and concisely in reports to stakeholders across the business.



- Investigate how present data is recorded and kept and ensure that this will be captured in Odoo.
- Support with developing financial forecasts and projections to support investment and business planning.
- Create financial models and dashboards for management and stakeholders.
- Develop reports as required by the business and identify any data gaps and discrepancies, recommending ways to resolve these.
- Automate reports as required by the business.
- Provide recommendations based on data insights to help reduce costs and improve operational efficiency.
- Develop and review purchase planning, ensuring all anomalies are identified and resolved.

#### Additional Duties:

- Support the Finance Team with day to day operations when required for example where a team member is absent and/or there is increased workload.
- Support with monitoring the finance shared inboxes, ensuring that email requests are dealt with in a timely manner.
- Assess workload and arrange cover where necessary, coordinating with the Finance team and Finance Manager.
- Work closely with Goods In team to ensure data behind stock remains accurate.
- Work with stakeholders across the business to develop data integrity and reporting.
- Ensure SOPs are followed for all duties where appropriate, updating where needed and arranging approval from Finance Manager. Suggest any SOPs or Processes that are missing to improve workflow, control and clarity.

#### Health and Safety:

- Adhere to all health and safety practices and procedures across production and the business.
- Attend Toolbox Talks to keep up to date with any changes to health and safety legislation, process and/or policy.
- Report any health and safety concerns or incidents and accidents.
- Maintain correct Personal Protective Equipment (PPE) needed for the role, reporting any defects or additional PPE that may be needed.

#### Other:

- Be an ambassador for JKH's brand and values - demonstrate the company values through behaviour and ways of working:

**Integrity** - Act with honesty and deliver on promises. Maintain strong moral principles at all times regardless of who is watching.

**Accountability** - Safety is the priority, don't cut corners. Everything is done to the highest standard and always look for what can be improved. Take ownership of tasks and do not walk past a problem expecting the next person to deal with it.

**Collaboration** - Co-operate with others to achieve team goals. Treat everyone with respect and provide support where you can.



- Contribute to the development of new systems.
- Undertake any training and development as required by the business.
- Attend meetings as required by the business.
- Undertake ad hoc projects as required by the business.
- Any other duties as required by the business.

#### **Knowledge, Experience and Technical Skills**

- Previous experience in a similar Finance Data Analyst or data-focused role.
- Relevant Degree or professional qualification (preferable)
- Strong report writing and advanced Excel skills.
- Experience of working in a finance team.
- Experience of working with an ERP system and financial modelling software (preferable).
- Experience of logistics and stock management, preferably in a manufacturing environment.
- Experience in delivering good customer service to customers, suppliers, colleagues and other stakeholders. .
- Strong analytical and problem-solving abilities.
- Good knowledge of MS packages including Outlook and Word.
- Excellent communication skills, good attention to detail and be able to prioritise effectively.
- Good time management.
- Have a proactive continuous improvement mindset and be able to support colleagues across the business.
- An enthusiastic engaged attitude and eagerness to help JKH to continue to grow as a business.

#### **Person Specification**

- Role Model behaviour - lead by example, follow and reinforce JKH's values.
- Receptive to new ideas and can listen and implement new ideas.
- Continuous Improvement Mindset.
- Accepts personal responsibility to make things happen.
- Earns credibility and trust.
- Good at planning, problem solving and decision making.
- Ability to work as part of a team and develop good working relationships with all stakeholders.