

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Commercial Finance Analyst	Internal Contacts:	Airports, Sea Ports & Finance
Reports to	Senior Manager – Marketing Business Development and Customer care (SMMBDCC)	External Contacts:	Government & Private Sector
Classification	Grade 6	Revised	June 10, 2024

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 and/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

- Undertakes strategic analysis of revenues and expenses in order to maximize the Authority's financial capital.
- Interprets revenue performance across the air and sea port business to undertake further analysis to understand drivers of variances to plan;
- Analyzes 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;
- Undertakes short and long term forecasts involving cash flows of revenues, operating expenses and capital expenditures in conjunction with the Finance Department;
- Works 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.

- Participates in the annual budget presentation to analyze and review submissions by Heads of departments

Commercial Analysis Modeling

- Collaborates with the Business Development and Research team to respond to ad-hoc requests for analytical insights in order to improve business and revenue growth;
- Provides systematic financial modeling and data analysis to support business insight and recommendations for sound business decisions;
- Provides support to Management in preparation for business cases and forecasts for new business initiatives;
- Identifies areas of opportunity to improve business performance for the Authority while monitoring and measuring improvements;
- Develops and implements procedures for improving productivity and effectiveness across the organization.

Research and Reporting

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

QUALIFICATIONS

- Bachelor's Degree in Finance/Economics or related field plus four (4) years relevant working experience.
- Certification in Data Analytic is an asset

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrates a high level of confidentiality, competency and professionalism at all times
- Knowledge of SPSS and Excel skills with experience of using Vlookups, Sumifs, pivot tables and graphs.

- The ability to present data in meaningful formats.
- 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 : _____