

## Aspire Job Description

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<b>Job Title:</b>	Commercial Analyst – Contracts & pricing <b>POSITION ID:CA521</b> West
<b>Entity:</b>	<b>ASPIRE DEFENCE SERVICES LIMITED (ADSL)</b>
<b>Location:</b>	TidNBul with occasional travel to Larkhill and Warminster
<b>Reports to:</b>	Senior Commercial Analyst - West
<b>Key Purpose of the Role:</b>	The Commercial Analyst will support the Senior Commercial Analyst - West and Operations Finance Manager – West in the day-to-day provision of the Commercial function on the TidNBul, Larkhill and Warminster Garrisons, having specific responsibility for funding, contract compliance and pricing.
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Responding to requests for clarification on contract status of assets and work packages and providing sound contractual advice across the West.</li> <li>• Managing the barrack damage process across the West including co-ordinating and submitting final claims.</li> <li>• Review and authorise financial and pricing documents seeking funding from PAC or ADL across the West.</li> <li>• Over-all responsibility for co-ordination and submission of volumetric packs prepared by management accountants.</li> <li>• Managing Local Agreements across the West.</li> <li>• Maintaining a positive relationship with GMT at TNB.</li> <li>• Determining funding stream of work packages as appropriate.</li> <li>• Providing order approval cover if required.</li> <li>• Develop business opportunity models as identified.</li> <li>• Any other reasonable requests from Senior Commercial Analyst - West and Operations Finance Manager – West.</li> </ul>
<b>Qualifications</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Educated to A level or equivalent in business, procurement, FM or contract management. Qualifications in other maths and sciences disciplines considered.</li> <li>• Competent Excel user</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Membership of CIPS or equivalent professional organisation.</li> </ul>
<b>Experience &amp; Knowledge:</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Suitable experience of working in a FM/services environment.</li> <li>• Experience in commercial and contract management environment.</li> <li>• Sufficient gravitas, credibility, commercial awareness and business</li> </ul>

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acumen to operate effectively with peer group.

- Staff management.
- Microsoft office

### Desirable:

- Experience in working within a complex contractual framework incorporating performance monitoring/KPI regime.
- Experience in public/military sector

### Skills:

- Customer focussed with pro-active 'can do' attitude.
- Thorough, methodical with appropriate attention to detail.
- Commercially and financially aware with good negotiating skills.
- Ability to work independently and as part of a team.
- Flexible and adaptable.
- Confident and competent problem solving and decision-making skills
- Self-disciplined, able to use own initiative and prioritise workload.
- Good communication and interpersonal skills
- Ability to act in a professional manner, with absolute discretion.

**Date:** 22-2-18