

Resource Planning Analyst

MHM Office: Leicester Barton Close

We have an exciting opportunity for a talented individual to join our business. Reporting into our Resource Planning Manager the core responsibility of this role is to support the Resource Planning Manager to provide the business with detailed, accurate and consistent metrics, analysis and Key Performance Indicator (KPI) information about business resources to Leadership, the Business Partnering Finance Manager, MI Manager and Operational Managers across all sectors of the business in a timely manner.

In this fast paced and challenging role you are required to analyse, understand and manipulate large volumes of complex data, spotting anomalies and trends and playing this back to the business in a way that is easily understood by all.

You will be expected to work professionally with the Finance Manager and MI manager, and have the confidence to help the business understand what is possible, as well as what will add value.

You will be offered on the job training which will eventually allow you to complete detailed analysis and support the development and design of the strategic reporting framework, working closely with the Finance and MI teams on planning and forecasting as well as looking at historic data.

With a hands-on approach and a passion to inspire others to provide exceptional client case delivery, this is a great opportunity for an individual to develop and progress their career at My Home Move.

The Role

- Support the Resource Planning Manager with the delivery of KPI data
- In partnership with the Resource Planning Manager design and maintain a suite of reports providing management information on the operational efficiency and performance of organisational resource
- Supporting all relevant stakeholders with the timely delivery of reports to view progress against business KPIs
- In partnership with MI develop ad hoc management information reports to meet business needs
- Support the creation of accurate analytical and predictive models
- Create new reports which combine and summarise data from multiple data sources to generate meaningful information and knowledge
- Understand and interpret reports to generate insight regarding the performance of resource operations and share and present this information with a range of business stakeholders
- Automate the extraction of data and the production of reports, and configure the systems used to generate and present management information
- Set-up and maintain processes and infrastructure to deliver information effectively.
- Fully document new and existing processes and reports to a high standard.

The Person

- A demonstrable ability of dealing with numbers and figures
- Ideally previous experience of working in a finance or commercial analyst role
- Graduate calibre ideally qualified with a degree in Finance or Mathematics
- Ideally commercial analyst experience from a commercial and customer focused environment
- Flexible and readily adaptable to changing requirements
- Organised and able to follow instructions and agreed processes
- Good time management skills and ability to work to deadlines
- Strong experience of improving data quality and efficiently manage extraction and manipulation of data
- Self- aware with understanding how personal decisions impacts the wider team
- A working knowledge of Excel, Access and VBA
- Ideally knowledge of implementation of OLAP reporting, SSRS and foundation SQL would be preferable
- Excellent communications skills – confidence in dealing with individuals of various seniority level
- Highly accurate with good attention to detail
- Experience of developing efficient processes
- A desire for continuous personal and professional development

What we'll do for you

My Home Move is the UK's largest Conveyancing business with over 1200 employees and is the UK's fastest growing suppliers of conveyancing support to a variety of residential and blue chip clients. Our excellent service to our customers has allowed for market growth which means we continuously seek new and fresh talent to complement our current team as well as developing our people to reach their full potential. Join our team and look forward to a challenging and rewarding role, with great results bringing great opportunity for recognition and promotion.

If you are interested in this role, please apply by sending your CV and a covering letter explaining your motivations to apply and why you would be a great candidate for this role and why you would like to join the My Home Move Resource Planning function to recruitment@myhomemove.com