

Consultant Cost Analyst

Business Cost Consultants are looking for a vibrant experienced Consultant Cost Analyst to join our expanding business. We also would be interested in talented graduates with a background in an accountancy, finance, business, numerical or analytical background.

We have been helping clients become more profitable for over 22 years by providing them with independent advice on their utility costs. Clients who have used our services include many well-known names such as Whyte & Mackay, Walkers Shortbread, the SEC, Rangers and Celtic football clubs, Trespass, De Vere Hotels, Aegon, Shelter and other large organisations throughout the UK. We manage and reduce our clients' energy, water and other costs through procurement and invoice management of their complex utility and property portfolios.

Glasgow: Salary range

- Experienced person £30,000 to £40,000 per annum, depending on skills and experience.
- Graduate Trainee £18,000 to £23,000 per annum, depending on skills and experience.

The Person

- You will come with a background of working within energy brokerage, consultancy or procurement. Applicants with a financial or analytical background are also welcomed.
- You will have an interest in data manipulation as analysis of large data sets and working with figures daily is a key part of this role.
- 75% work time will be desk-bound with 25% client facing.
- You will be highly proficient with Excel as this is a key tool used for the role.
- Ideally, you will have some client facing experience or be happy to speak with clients on a regular basis and the ability to build strong client relationships.
- You will have **excellent computer skills** and be experienced in the use of Microsoft Excel, Word and Outlook. Ability to quickly learn new database systems and our other internal systems is also essential.
- Good organisational skills and ability to work independently are a must, as the role will involve being solely responsible for your own portfolio of clients.
- Experience of working towards pre-determined key performance indicators is preferable.
- A high level of numeracy is critical to the role, as is numerical accuracy.
- A high standard of formal, written English is required. The role requires some report writing and extensive use of email.
- Able to manage a diverse number of stakeholders internally and externally.
- Possess excellent customer focused skills and experience of interfacing with clients both on the phone and face to face or be able to meet this key challenge of the role.
- Ability to cope well under pressure and deal with a diverse workload.
- An important part of the role is negotiating with a variety of suppliers to get best value for money for our clients. Skills in that area are very important.

The Role

- Managing the energy and water accounts for a portfolio of clients.
- Account and relationship management.
- Identifying and implementing savings and solutions for clients.
- Completing comprehensive audits, reports and meetings.
- Working closely with the team of consultants, analysts and advisors.
- Carrying out procurements for utility services, including providing advice on strategy, purchasing options, markets and projections.
- Data analysis and consumption and cost reporting.
- Carrying out additional project work such as new utility connections and upgrades.
- Invoicing audits and validation.
- Managing billing errors and disputes, including liaising with utility suppliers to resolve issues.
- Assisting with compliance management, including CRC, ESOS, CCA.
- Expected to keep up with all relevant industry and regulatory changes.

A competitive basic salary is on offer, as well as a bonus scheme. On occasion, some travel is involved to visit clients throughout the UK.

We are well respected within our industry and have many good case studies and testimonials on our website. **For further details see www.businesscostconsultants.co.uk.** We also work with about 10 partners who are experts in other fields.

We are based in offices near the SEC, at Finnieston, Glasgow, which is well served by public transport services.

If you have demonstrative achievements in your current roles or academically, please send your CV and a letter telling us why you think you are suitable for the post to our Finance Director, morrision.cowan@businesscostconsultants.co.uk. Please include details of your current remuneration package.