

INTERNAL/EXTERNAL ADVERTISEMENT

Universal Coal and Energy Holdings (Pty) Ltd Limited is looking for a Business Improvement Analyst for Head Office situated in Brooklyn, Pretoria.

Purpose of the Job

Responsible for analysing and optimising business processes and increasing revenue through new projects or improvement projects. Under limited supervision undertakes specialist feasibility analysis, evaluations or business projects and advises on the optimisation of resources and profitability of projects or resources. Conducts special studies and prepares recommendations for policy, procedure, control, or action. Analyse information to determine present and future performance. Evaluates plans, operating records, and any other related material. Makes recommendations to management regarding opportunities, progress, and improvement strategies. May research and prepare reports on related subjects. May be in any discipline in the organisation or a combination of disciplines. e.g., Marketing, Supply, Logistics, Pricing, Operations, Human Resources et cetera. May be required to consolidate the business plans and the financial forecasts.

Reporting

Direct reporting to the Executive Head Business Improvement

Minimum qualifications and requirements

Bachelor's degree in Finance or Engineering Computer Skills - Advance Excel
Advanced financial modelling, data interpretation and PowerPoint skills
5-7 years' experience in a similar role, ideally within the mining & resources sector

Key Customers

All internal and external stakeholders

Key Responsibilities

Providing high quality analytical, financial, and commercial support.
Develop, prioritise, and recommend opportunities, including assessment, evaluation and delivery of financial models and feasibility.
Assist with business planning, budgeting, and forecasting activities.
Interpret Data – Analyse areas of the company that would be affected and predicting both the positive and negative results of any possible changes.
Perform complex analysis to identify business requirements, priorities, and recommendations through means of financial models.
Compile and provide business analysis results to assist the business development executive with strategic planning and decision making.
Develop cost models to determine business risks and forecasts.

Analyse business metrics to identify new opportunities.

Participate in budget analysis and project evaluation to determine and drive standard KPI's across the business.

Work closely with the technical team to ensure that synergies are created when analysing projects.

Work closely with the operations to ensure a complete understanding of the improvement projects at hand for a full financial deliberation to be concluded.

SKILLS AND EXPERIENCE

Attention to detail is critical.

The ability to multitask

Collaboration with many people daily requires excellent interpersonal and communication skills.

Strong mining background, preferable operational experience which enables both technical and financial qualities to flourish.

High proficiency in financial modelling techniques

Strong fluency with Excel formulas and functions

Strong analytical and data gathering skills.

WRITTEN APPLICATIONS SHOULD BE SENT TO:

E-mail: info@universalcoal.com

CLOSING DATE: 10th JUNE 2021

PLEASE STATE CLEARLY THE POSITION FOR WHICH APPLICATION IS MADE. CV'S MUST INCLUDE COPIES OF ALL QUALIFICATIONS.

Incomplete Applications will not be considered. In the event that you do not hear from the Human Resources Department within a period of 30 days after the closing date of applications, your application can be viewed as unsuccessful. The CV's of unsuccessful applicants shall not be returned.