



JOB DESCRIPTION

JOB TITLE: Retail Financial Analyst

DEPARTMENT: Royal Collection

SECTION/BRANCH: Retail

LOCATION: Any

REPORTING TO: Head of Central Retail

Job Context

Royal Collection Trust is a department of the Royal Household and the only one that undertakes its activities without recourse to public funds. It incorporates a charity regulated by the Charity Commission and the Office of the Scottish Charity Regulator, The Royal Collection Trust, and its subsidiary trading company, Royal Collection Enterprises Limited.

Royal Collection Trust is charged with the care and preservation of the Royal Collection and its presentation to the public. The Royal Collection is one of the largest and most important art collections in the world. It comprises almost all aspects of the fine and decorative arts, runs to more than a million objects and is spread among some thirteen royal residences and former residences across the UK. At The Queen's Galleries in London and Edinburgh aspects of the Collection are displayed in a programme of temporary exhibitions. Many works from the Collection are on long-term loan to institutions throughout the UK, and short-term loans are regularly made to exhibitions around the world as part of a commitment to broaden public access and to show parts of the Collection in new contexts. The works of art in the Royal Collection are held by The Queen in trust for her successors and the nation.

Royal Collection Trust is responsible for the management and financial administration of the public opening of Buckingham Palace (including The Queen's Gallery, the Royal Mews and Clarence House), Windsor Castle (including Frogmore House) and the Palace of Holyroodhouse (including The Queen's Gallery). The monies generated from admissions, and from associated commercial activities, are invested in the care and conservation of the Royal Collection and the promotion of access and enjoyment through exhibitions, publications, loans and educational activities.

Royal Collection Trust's retail business has an annual turnover of nearly £20million. It operates out of eight permanent and two seasonal onsite shops, through select partners and increasingly via the online shop. Ninety percent of products are exclusive to Royal Collection Trust, and great emphasis is placed on supporting UK manufacturing.



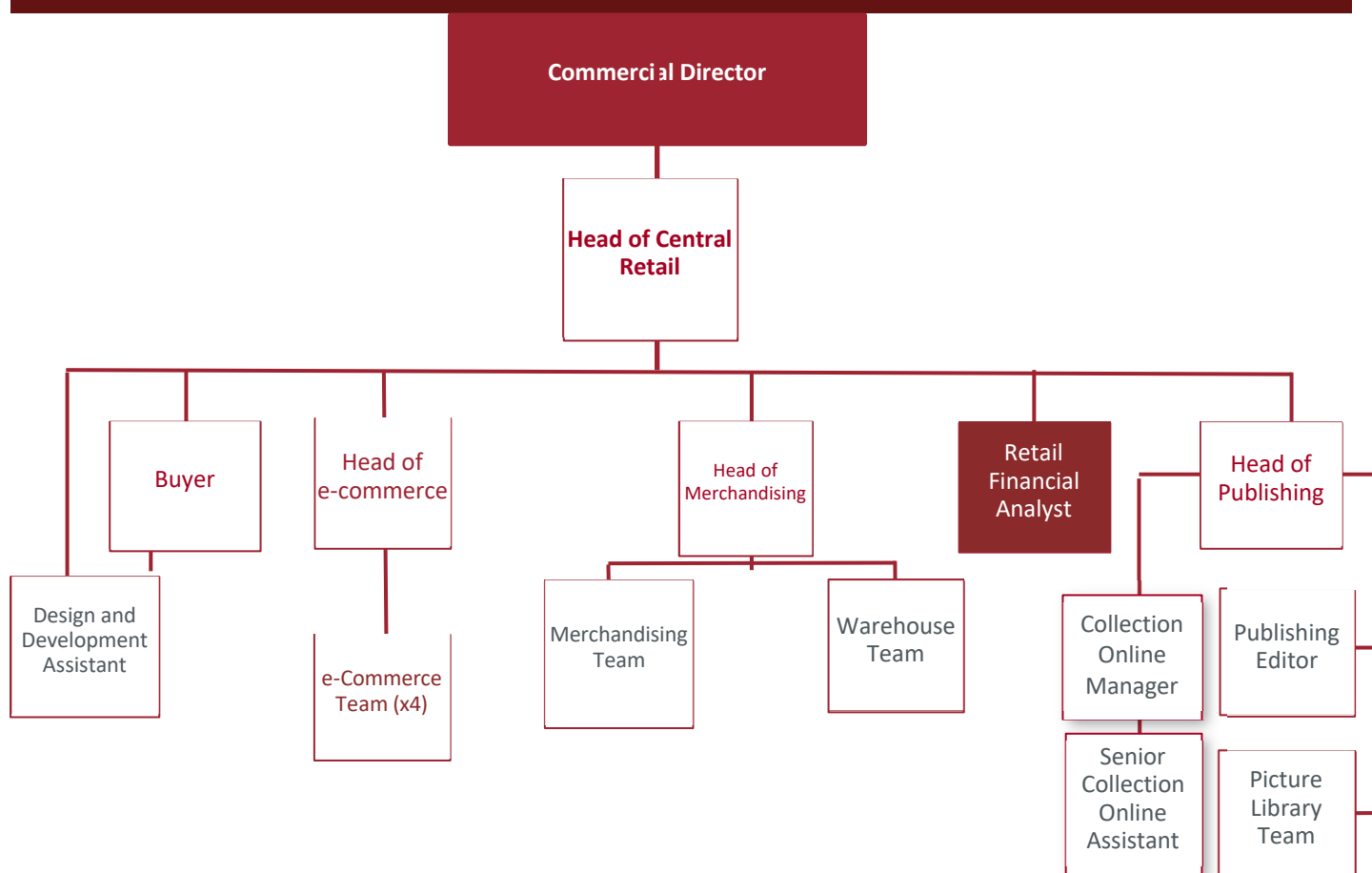
Royal Collection Trust, York House, St James's Palace, London SW1A 1BQ
T. +44 (0)20 7839 1377, F. +44 (0)20 7839 8168, www.royalcollection.org.uk

Royal Collection Enterprises Ltd is a company registered in England and Wales (2778486). Registered office: York House, St James's Palace, London SW1A 1BQ

This document is not contractual and may be subject to change following consultation with the post-holder



Organisational Chart



Job Purpose

To optimise the sales and profitability of the retail operation through the analytical review of performance, KPIS and business drivers. To provide insight, analysis and commentary to stakeholders translating data into tangible actions to drive business results.

Principal Accountabilities

- Success in this role will mean being able to deliver timely, robust and accurate analysis; translating data into valuable business insight, communicating all relevant financial and non-financial information when needed
- Analytical support and reporting commentary to the commercial teams to help make sound business decisions across sales, margin and stock
- Provision of regular insight into the drivers of performance
- Perform ad hoc analysis to help assess the success of trading initiatives and activities
- Supporting Head of Central Retail and Retail Managers with the annual budgeting process and subsequent iterations throughout the year for Retail



- Monthly payroll analysis by store, monitoring costs and KPIs
- Produce month end packs incorporating all aspects for store performance, including variance analysis and providing value-adding commentary to explain movements highlighting focal areas and challenging actions
- Supporting with the businesses cost reduction program, provision of detailed analysis, scenario modelling, tracking and reporting of opportunities in order to ensure that we have optimised the cost of our products and wider cost base.
- SKU profitability analysis, work alongside the retail teams to maximise the performance of our product portfolio and store layouts.
- Develop and improve ongoing measurement of the business via KPIs and comparable means
- Monitor and address any inaccuracies or missing information between various data sources
- Partner with the logistics and Ecommerce teams to analyse the impact of returns
- Regularly review controls and processes to improve accuracy and efficiency and drive a continuous improvement culture.
- Monthly Stock reconciliations
- Develop business cases for new ranges and make recommendations on minimum order quantities.
- Identify strategic and operational risks and opportunities and flag these to the retail team.
- Develop strong and effective cross functional working relationships at all levels across the sites

Job Dimensions

The post-holder has extensive contact with stakeholders across retail, finance and the wider visitor experience section.

The post-holder has no line management or budgetary responsibility.

Decision Making Responsibilities

The post-holder is expected to act on their own initiative in their day to day work recommending decisions to the wider retail team and escalating issues when encountered.

Practical Requirements

The post-holder can be based at any site but will be required to travel and work at other residences.

The post-holder works 37.5 hours per week. Although hours will usually be 09:00 to 17:30, flexibility is required to meet business needs especially during peak periods.

Person Specification

- Newly Qualified Accountant, or nearing completion of your studies – CIMA/ACCA/ACA/CA
- Experience and solid foundation within Management Accounts, Budgeting and forecasting



and experience of Financial Analysis

- Experience of detailed reconciliations, accruals & prepayments
- Strong commercial acumen and ability to understand key business performance drivers
- Ability to present complex information in a simple and clear manner
- Strong inter-personal skills and an empathetic nature
- Enthusiastic, positive and proactive engagement of key stakeholders
- Advanced Excel
- Quick learner, enthusiastic and solution driven
- You should have retail experience, ideally used to dealing with shop figures and KPIs from multiple outlets
- You should also understand the retail supply chain and the impact disruptions can have on profitability and trading
- Strong analytical and interpretation skills to identify opportunities and actively participate in the operational decision-making process
- Effective presentational skills, both verbal and written with strong attention to detail
- Ability to effectively communicate and challenge senior stakeholders, including audiences of varying financial and commercial acumen to manage financial performance