

## JOB TITLE

- Validation Analyst

## MAIN PURPOSE AND SCOPE OF THE JOB

- We are looking for a Validation Analyst to join our Energy Bureau Team. The ideal candidate will have industry knowledge with previous experience within Bureau Services, ideally having knowledge of flexible products and their functionality, although this is not a necessity. The role will involve the management of high volumes of data within both spreadsheets and in-house databases.

## POSITION IN ORGANISATION

Reports To:	Validation Team Leader
Responsible For:	Not responsible for any employees
Budget Responsibilities:	N/A

## SALARY RANGE

- £16,500 - £24,999

## DUTIES AND KEY RESPONSIBILITIES

- Obtain a track receipt of energy invoices on a monthly basis.
- Input both group and singular invoices into energy database (Optima).
- Develop an understanding of billing elements
- Analyse and assess the accuracy of energy charges
- Issue weekly, monthly and ad hoc reports
- Liaise with suppliers to raise and resolve invoice queries in a timely manner
- Identify process improvements that could develop and drive the business
- Communicate ongoing queries internally to the relevant parties.
- Adhere to internal processes to ensure guidelines are met
- Attend training and to develop relevant knowledge skills

## GENERAL RESPONSIBILITIES

- Assist in delivering contracted services to LGE's customers.
- Promote LG Energy Group Limited's corporate ethics of transparency.
- Comply with LG Energy Group Limited's Health and Safety Policies.
- Assist LG Energy Limited in maintaining its ISO 9100:2015.

- Developing a right first-time culture of doing things within LGE.

**PERSON SPECIFICATION**

In these sections you should detail the qualities, skills and experience you are looking for in the person you would like to employ.

	<b>CRITERIA</b>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Clear and concise written and spoken communication skills.</li> <li>• Excellent problem solving and analytical skills.</li> <li>• Ability to present written information in a structured and balanced way appropriate to the needs of the reader.</li> <li>• Basic knowledge of Excel and other Microsoft Office software.</li> <li>• Strive to improve process wherever possible.</li> <li>• Excellent organisational and time management skills.</li> <li>• Ability to build and sustain relationship with both internal and external parties.</li> <li>• Ability to work accurately with a high volume of data.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working to strict deadlines.</li> <li>• Experience of working within a team and autonomously.</li> <li>• Experience with working in the energy industry (desirable).</li> <li>• Experience of using energy database Optima (desirable).</li> <li>• Experience of working in bill validation or a billing department (desirable).</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of energy industry (desirable)</li> <li>• Knowledge of UK energy Legislation (desirable)</li> </ul>
<b>PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Be a good team worker demonstrating loyalty and commitment to the organization and team members.</li> <li>• Strong communication skills.</li> <li>• Numerate and Analytical.</li> <li>• Good business acumen.</li> <li>• Enthusiastic and passionate.</li> <li>• Punctual.</li> <li>• Flexible and adaptable attitude.</li> <li>• Conscientious</li> </ul>