

**Business Analyst - Job Description**

<b>Position Title:</b> Business Analyst	<b>Date:</b> November 2019
<b>Reports to:</b> CFO	<b>Location:</b> New York City
<b>Department:</b> Finance	<b>Prepared by:</b> CFO

**Position Overview:** Lead the Financial Planning and Analysis (FP&A) function.

**Mission:** Provide the leadership team with financial insights that help the decision-making process to improve the performance of the business and support the development of Boqueria.

**Expected Outcomes:**

1. Guarantee accuracy and quality of data.
2. Manage the reporting, forecasting and budgeting processes.
3. Provide leadership teams with insightful analysis.

**Tasks related to each outcome**

1. Finalize the implementation of a Financial Planning and Analysis tool (Host Analytics)
  - design dashboards and reports for the monthly, quarterly and annual reports, based on the needs of the different end users (restaurant General Managers. Leadership team, board members);
  - create templates for the budget, forecast, and business plan processes;
  - set up interfaces with the other systems (Toast / Radar as POS, Quick Books Enterprise as accounting software)
  - roll-out the tool throughout the organization, including training.
2. Guarantee the accuracy and quality of data
  - Centrally manage the settings and connections of the different systems (POS system, payroll platform, accounting software, FP&A tool),
  - Review and improve the processes (at the stores and corporate levels) to ensure accurate and efficient bookings of the transactions
  - Ensure data are correctly reported and allocated per entity thanks to an effectively collaboration with the accounting and payroll teams.
3. Prepare the monthly, quarterly and annual reportings for the different end users (restaurant General Managers. Leadership team, board members);
4. Update Dashboards and create new Key Performance Indicators when needed.
5. Provide the General Managers, Leadership team, board members with insightful analysis including (but not limited to):
  - Variance analyzing (versus previous year, budget, forecast)
  - Sales analysis including price, volume, and product mix impact
  - Menu pricing opportunities based on market trends and product mix analysis

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- Profitability per item
  - Actual vs theoretical COGS, including
  - Productivity analysis
  - Marketing actions profitability
  - Catering and Delivery performance
  - EBITDA analysis
6. Manage the forecasting and budgeting processes, including:
- Covers projections
  - Price increase impact
  - Menu change impact
  - Consolidation
  - Analysis
  - Presentation of the data.
7. Make some recommendations to improve the performance of the business based on the analysis of the data and market trends.

### **Qualifications & Skills: (Abilities)**

#### **REQUIRED:**

- Bachelor degree
- 3+ years experience in an accounting and / or finance department, Big 4 recommended
- Experience working with decision makers
- Advanced Excel skills; experience with analytic tools (such as Host Analytics)
- Strong analytical and problem solving skills
- Extremely organized with strong time-management skills
- Excellent people and communication skills, and an ability to work collaboratively
- Thrive in a fast paced environment and are excited to provide support to other lanes through various ad hoc financial requests and special projects
- Have an open mind, a desire to learn and a positive attitude

#### **PREFERRED:**

- Prior experience in the restaurant industry

Company Mandatory Competencies (Core Values)

- **Genuine interest in others** - Demonstrate genuine interest in understanding others' needs, perspectives and motivations. (Create Connections)
- **Teamwork** - Reaches out to peers and cooperates with supervisors to establish an overall collaborative working relationship (Succeed Together)
- **Takes accountability** - Takes initiative and is dependable. Holds self responsible for achievements first and foremost (Own it)
- **Honesty/Integrity** - Does not cut corners ethically. Earns trust and maintains confidences. Does what is right, now just what is politically expedient. Speaks plainly and truthfully. (Do the Right Thing)
- **Passion for Excellence** – Expects personal performance and team performance to be nothing short of the best. (Sweat the Details)
- **Embraces Feedback** – Accepts feedback with an open mind and embraces learning opportunities. (Take it up a notch)

Position Related Competencies

- **Enthusiasm:** Exhibits passion and excitement over work. Has a can-do attitude.
- **Work ethic:** Possesses a strong willingness to work hard and sometimes long hours to get the job done. Has a track record of working hard.
- **Efficiency:** Able to produce significant output with minimal wasted effort.
- **Intelligence:** Learns quickly. Demonstrates ability to quickly and proficiently understand and absorb new information.
- **Attention to detail:** Does not let important details slip through the cracks or derail a project.

Physical demands and work environment:**1. The physical activity of this position:**

- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Reaching. Extending hand(s) and arm(s) in any direction.
- Standing. Particularly for sustained periods of time.

**2. The physical requirements of this position:**

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- Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

### **3. The visual acuity requirements including color, depth perception, and field vision:**

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

### **4. The conditions the worker will be subject to in this position:**

- None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

#### Disclaimer:

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job.

Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time.