



Background

SPS is a specialist consultancy company providing proven, innovative solutions to support organisations wishing to achieve sustainable cash savings.

Our inspirational approach is delivered by leading experts who understand the financial challenges and wider corporate responsibilities facing organisations today. This includes a clear understanding of wider business issues such as culture change, communication, people skills and collaborative working.

We work to an ethical consultancy charter with the ultimate goal being that we will contribute as much value as possible for the client and create a lasting impression by building a professional and ethical working relationship. Our charter includes the provision of fixed price contracts, re-use of research from other studies and full knowledge and skills transfer

Spend analysis underpins all procurement improvement work. Having a comprehensive understanding of where and how money is spent enables organisations to set realistic and achievable savings targets and develop appropriate procurement strategies, policies and systems.

Over the last six years we have undertaken 194 spend analysis projects; 42 customers have more than 3 years' data in their databases, giving them year on year comparison of KPIs.

We work with our customers, using this data, on a variety of projects including:

- Identifying savings opportunities and opportunities for collaboration with other organisations
- Justifying investment in appropriate systems including e-Procurement and purchasing cards; and in staff and their development
- Monitoring compliance with policies and procedures and ensuring contribution to strategic/corporate objectives
- Identifying gaps in the procurement improvement programme and supporting the development of an informed procurement strategy

Requirement

We are looking to expand our team of analysts by building a network of sub-contractors who can undertake this work for us.

You will be required to undertake one or more of the following activities:

- Liaise with procurement and finance systems individuals to obtain appropriate data from the accounts payable and general ledger systems
- Check the data and query any unusual totals or missing fields
- Exclude non-influenceable spend based on SPS criteria
- Produce summary tables showing invoicing trends, supplier/account/department spend, comparisons with previous years etc.
- Perform ad-hoc queries on the data to support specific requests



Skills / Experience Required

Reasonable training and sample outputs will be provided and telephone/email support will be available. However, it is essential that you have a basic understanding of finance systems (account code structures, the order/invoice/payment process, coding and classification of suppliers etc.), an analytical mind and a good attention to detail.

A London Borough for example will provide 200,000-500,000 invoice lines for analysis. This will be in various formats – multiple spreadsheets, CSV files or databases. You will be expected to have the skills to upload and collate this information into MS Access and undertake data completion checks. You will then manipulate the data and write MS Access queries to produce summary lists that are pasted into MS Excel and re-formatted. For these reasons only basic MS Excel and MS Access skills are required, but you must be confident in using Excel and have an excellent understanding of databases and data structures.

Terms and Conditions

- You will be expected to sign a non disclosure agreement to protect our customers' commercial confidentiality and data protection
- Rates of pay will be negotiable and will be results based. As a guide, you can expect to receive around £300-£500 per day.
- Spend analysis requirements are typically from May (following the close of many financial years) to October. The peak is August/September
- We will provide comprehensive training and will pay reasonable travel expenses for any training activities – training will vary depending on previous experience but from a commitment point of view this is likely to include one or two one-to-one sessions and some practice
- You will require your own PC (no special requirements) with MS Excel and a good internet connection. Access 2003 will be provided if necessary
- This work would suit someone who wanted to work flexibly from home – a few days a week or evenings/weekends
- You will be paid as a sub-contractor to SPS and will be expected to have your own arrangements for paying National Insurance and tax
- There will be further opportunities to work on related projects with us or to deliver our expenditure analysis training programmes

What to do Next . . .

If you would like to apply or request more information, please contact Rowena Ward at rowena.ward@sps-consultancy.co.uk.