

JOB PROFILE

Job Title: Settlements Analyst	
Report To: Settlements Manager	Date: 01/03/18
Location: Unit 2, Edward VII Quay, Riversway, Preston, PR2 2YF	
Salary: Negotiable based on experience	
Job Purpose We are looking for an Energy Settlements Analyst, who will help with the day to day running of an Energy Settlements team. The Settlements analyst will be working the core business processes to meet both internal and external settlement performance targets whilst maximizing the accuracy of energy volume allocated across the portfolio. You will proactively identify data irregularities from third parties agents (MPO/DC/DA).	
Job responsibilities <ul style="list-style-type: none">• Team performance management.• Erroneous EAC/AQ management.• Exception management of data related to the registration of customers, the appointment of industry agents, the set-up of metering systems and the validation of customer usage.• Interaction with the industry governance body (Elexon) and its weekly, monthly and quarterly reports aimed at monitoring/improving supplier and agent performance.• Analysis on the imbalance and revenue leakage position.• Supporting work areas within the business providing subject matter expertise.• Provide an escalation point for the team and for third party industry bodies.	

Skills/Knowledge/Experience

- Knowledge of AFMS/PFV/DFWEB
- Knowledge of junifer
- Advanced Microsoft Office skills – Excel
- Ability to analyze trends, identify problems and deliver corrective actions
- Able to manage high volume of transactions and utilise tools for reporting and measuring
- Strive to improve process and procedure without compromising quality
- Ability to manage and motivate a team and their performance
- Detailed knowledge of Electricity Industry registration process and Agent Processes
- Experience of working within Electricity Settlements

Benefits

- Job Type: Permanent/full time
- Excellent working environment
- Great career opportunities