



## Business Unit Team Crewmember Job Description

Title	Sr. Financial Analyst
Business Unit:	Region
Reports to:	Manager, Finance

### Business Unit Team Overview

Restaurants will always be the center of our business. As we strive to achieve our company's vision, we leverage multiple partnerships to expand our global footprint while maintaining a local presence & identity through great teamwork! In addition, to Vendors, Franchise and RSO Partners, Restaurant Support Business Unit Team Partners & Crewmembers are critical to our success!

We support our Restaurants with both Business Unit & RSO support. **Our commitment & dedication to Restaurant support is a competitive advantage!** Business Unit Support Crewmembers are aligned to a specific Business Unit defined as either a Region, Market or Area. The Business Unit Teams are comprised of Support Crewmembers who are functional experts in various disciplines. Best-in-class experts lead the various Support Departments or Functions. The RSO Support Department / Functional leader is responsible for the hiring, training, personnel management, development & functional routines for the Business Unit Crewmembers.

The Business Unit Leader will lead & direct the Business Unit Team. With alignment from Department / Function leaders, the Business Unit Leaders will determine & direct the day to day priorities of Business Unit Crewmembers. The Business Unit Leader will set priorities & goals for the Business Unit Team that are aligned to Company objectives & plans so there is a singular message and clarity in priorities for the entire Business Unit Team. The Business Unit Crewmembers will leverage their functional expertise to develop strategies, tactics and plans that help the Business Unit achieve its' goals.

### Position / Role Description

The Sr. Financial Analyst uses strong business acumen and communication skills working cross functionally to support the Business Units and Restaurant Support Office providing actionable financial analysis enabling key stakeholders within the Company to drive business performance. Works directly with Business Unit leader to identify key Restaurant opportunities. Individual will be integral in helping to support the definition and implementation of key systems and processes to drive scalable, successful growth to achieve the Company's long-term goals. The Sr. Financial Analyst will handle or assist with reporting and analysis, budgeting and forecasting and long-term strategic planning. The Analyst will also perform ad hoc analyses and presentations as required and will be exposed to most departments across the organization including our senior team.

### Required Core Competencies

- Team oriented, collaborative & culturally aligned (Work Hard & Have Fun!)
- Restaurant Support focused!
- Sales driven & Profit smart
- Exercises good judgment & decision making
- Internally motivated & trustworthy
- Problem solver, analytical, detailed & process oriented



## Business Unit Team Crewmember Job Description

---

- Self-starter, organized and able to manage multiple priorities (project management)
- Excellent interpersonal & communication skills
- Ability to establish goals and convert plans into action
- Data-driven and Results oriented

### Principal Responsibilities & Duties

#### Primary Responsibility – Support Restaurants

- Restaurant Support: Provide Restaurant-level support which includes actionable commentary on financial results, key trends in the business, and forecasts to drive sales, profitability and operational improvements. Actionable reporting includes:
  - Granular Restaurant-level sales and traffic analysis highlighting opportunities to the Restaurants
  - Granular Restaurant-level sales & traffic forecasting
  - Key Restaurant-level expense analysis specifically for Cost of Goods Sold, Labor, and Operating Expense
  - Hours of operations analysis and other traffic opportunities within the Restaurant
  - New Restaurant reporting and analytics
- Identify Business Opportunities (Both Financial and Operational) Within Individual Restaurants
- Supports Restaurant Reporting and Analysis: Supports the daily, weekly, monthly, quarterly and annual sales, financial and operational reporting and analysis of Restaurant operations

#### Secondary Responsibility- Support Business Unit(s)

- Cross-Functional Business Unit Support: Provide Business Unit partners with cross-financial Restaurant-level support, which includes actionable commentary on financial results, key trends in the business, and forecasts to drive sales, profitability and operational improvements. Actionable reporting includes:
  - Granular Business Unit sales and traffic analysis highlighting opportunities to the Restaurants
  - Granular Business Unit sales & traffic forecasting
  - Key Business Unit expense analysis specifically for Cost of Goods Sold, Labor, and Operating Expenses
  - Other Business Unit ad hoc support and analysis
- Identify Business Opportunities (Both Financial and Operational) Within the Business Unit
- Top Company Project Development & Support: Support the development and implementation of top Company projects to enable best-in-class operational performance
- Supports Business Unit Reporting and Analysis: Supports the daily, weekly, monthly, quarterly and annual sales, financial and operational reporting and analysis of Business Unit leaders
- Restaurant Excellence & RSO Operational Support
  - General ad hoc support and analysis
  - Managing Partner program financial reporting and support
  - Operational awards reporting

#### Tertiary Responsibility – Support Function

- Assist in Preparing Company Budgets and Forecasts: Work with the FP&A team to complete the annual Restaurant and Company level budgeting process. Assist in establishing ongoing sales and profitability reforecasts to account for current business trends and strategic initiatives providing key insights to senior management.



## Business Unit Team Crewmember Job Description

---

- Supports Company Reporting and Analysis: Assist in supporting the daily, weekly, monthly, quarterly and annual Company financial reporting and analysis. Analysis includes:
  - Company monthly and quarterly Business Unit operational and financial reporting including financial statement analysis
  - Business Unit P&L development
- Supports Menu Pricing Initiatives
- Enhance Reporting Efficiencies: Develop financial models and tools to identify trends, analyze results, and optimize profit – both at the Restaurant and Company level
- Cross-Functional Marketing Support: Provide Marketing with cross-functional financial support, which includes actionable commentary on financial results, key trends in the business, and forecasts to drive sales, profitability and departmental improvements. Actionable reporting and support includes:
  - Support monthly and quarterly business reporting for Marketing
  - Promotional and discount reporting
  - Marketing activation and post-campaign impact / ROI analyses
  - Marketing spend and expense analysis
  - Development of Marketing Advisor tools to support Marketing initiatives
  - System-wide Active Community Involvement (ACI) tracking
  - Other various projects and ad-hoc analysis
- Enhance Infrastructure: Assist in implementing key technology enhancements that will allow the FP&A department at company to continue to meet the expectations of a growing organization. Key technologies include:
  - In partnership with Business Intelligence, enhance our Data Warehouse and Reporting Tool capabilities
  - Implementation and support of a robust Budgeting and Forecasting Tool that will assist in the annual budgeting process but also enable the business with rolling sales forecasts for chicken demand planning and Restaurant-level staffing needs
  - Active support of other IT systems including Hot Schedules, Great Plains, Micros, Canes World, etc.
  - Implementation of new ERP / financial reporting system
- Additional analysis as requested

### Position / Role Requirements

- Provide support and key insights to achieve the Company's goal of being sales-driven and profit-smart
- Develop a strong partnership with the Company and Franchise Business Units that Finance supports
- Perform analysis and collaborate effectively with Operations, Accounting and other RSO departments
- Ability to extract and analyze raw data, draw conclusions, and make actionable recommendations in a concise, informative manner
- Working knowledge of planning, forecasting, and budgeting
- Working knowledge of long-term business models with key drivers, profit & loss statement, cash flow, and balance sheet
- Strong interpersonal skills, with great influencing, partnering and collaboration skills
- A passion for problem-solving and intellectual curiosity; demonstrated analytical and problem solving skills
- A passion to identify opportunities especially within the Business Units that Finance supports



## **Business Unit Team Crewmember Job Description**

---

- Ability to multi-task and work across various departments and their associated projects in a fast-paced, growing environment
- Team oriented
- Attention to detail

### **Business Unit Requirements**

- Acts as a role model, consistently represents & lives company values
- Adherence to Company “How We Do Business” requirements
- Required to live within assigned Region, Area or Market (Home Base or Regional Office Base as assigned)
- Ability to Travel <10%

### **Qualifications, Experience & Education**

- Highly energetic with strong analytical, written and verbal communication skills
- Knowledge of Microsoft Office Suite including advanced Excel
- Possess a strong work ethic, high business acumen and ability to work well with others
- Demonstrated competence in the use of tools for data extraction, manipulation, analysis and presentation
- Bachelor’s Degree in finance or related degree required.
- 3+ years multi-unit Retail or Restaurant industry financial analysis required (or equivalent experience)