

Job Title	Tableau developer	Division	PPM
Reports to	BI Manager	Direct Reports	n/a
Document origin date	March 2017	Document revision date	

Job Purpose:

The Planning and Performance Management (PPM) Centre of Expertise (CoE) was set up in Sofia, Bulgaria in the summer of 2015.

The aim of the CoE is to support the business and be known internally as a value creator through outstanding service and financial expertise. There is a strong service oriented culture to build and maintain the reputation of the CoE.

The Centre comprises of a team of analysts who perform controlling, reporting and analytical activities to support all business units, supervised by managers leading each of the business units and key reporting areas with main focus on enabling effective decision support. The team is responsible for delivering timely and quality management reporting to support business decisions.

The CoE team comprises several areas of expertise. These are: Sales & Margin, FP&A, Group Reporting, Supply Chain, and Operational Excellence.

This role will be part of a team of report developers. Their purpose is to help transform some of our excel-based reports into more dynamic, automated, visual reports to improve the efficiency and quality of our management information.

The Tableau developer will provide support to the continuous improvement manager across the following activities:

- Continuous Improvement
- Governance/ Demand Management

Leveraging business transformation concepts, the analyst will support the transformation of the wider team into a “best in class” organization. This approach will ensure that finance activities are streamlined and efficient and that high quality, cost effective services and solutions are delivered.

Responsibilities

Key responsibilities

Output and Key Indicators

Key Activities

- Generate new ideas for creative and effective methods of presenting management information and implement these into proof of concept Tableau dashboards
- Working within an Agile development team to demonstrate value quickly
- Analysing source systems (particularly SAP BW and MS Access) to identify and connect to potential datasets
- Partnering with technology teams to communicate requirements for potential new reports

- Successful implementation of process improvements & delivering new initiatives
- Reduced time spent by the delivery team generating standard excel reports
- Reduced number of reports in the reporting catalogue
- System and data dependencies / impact will be made clear for any

This job description is not an exhaustive list of all responsibilities and skills associated with the job, but rather an indication as to the core of the position. The incumbent may perform other duties and responsibilities as required.



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<ul style="list-style-type: none"> • Communicate with subject matter experts and report customers from the business to ensure the outputs meet their needs • Support data quality efforts through the use and maintenance of standardised data and calculation definitions • Complete projects as assigned by manager • Document processes and set up / support the facilitation of process workshops for review and approval of improved reports and processes • Support the development, planning and implementation of Continuous Improvement initiatives • Optimize existing processes by designing Alteryx workflows and front end reports in Tableau • Provide support to subject matter experts in the CoE as and when required 	<p>existing or new information requirement</p> <ul style="list-style-type: none"> • Regular dialogue will be maintained with IT • Any standard reports produced by the new team will be Kitemarked • Best practices will be shared between developers and the delivery team
<p><u>Systems</u></p> <ul style="list-style-type: none"> • Work with the IT team to ensure the right connections and datasets are being used, or updated as required • Raise any system performance or operational issues with IT and Capgemini Support • Work within and, where necessary, further develop the Tableau solution architecture and administration. • Share knowledge with other analysts across the CoE to support continuous improvement and development 	<ul style="list-style-type: none"> • New reports will be created using stable datasets and will not compromise the wider solution
<p><u>Financial Services Delivery</u></p> <ul style="list-style-type: none"> • Ensure CCEP policies are adhered to (e.g. approvals, financial guidelines, etc.) • Document processes and set up / run process workshops for review and approval of new report & improved processes • Ensure all process changes are well communicated and oversee end user training and support • Work to ensure the achievement of customer service requirements 	<ul style="list-style-type: none"> • Effective and efficient service delivery • Formal action plans to address issues • Shares best practices • Focuses on continuous improvement whilst measuring and evaluating quality and effectiveness of deliverables
<p><u>Relationships</u></p> <ul style="list-style-type: none"> • Build strong relationships with key stakeholders in the CoE and across the Business Units as required • Share knowledge with team across the CoE to support continuous improvement and development 	<ul style="list-style-type: none"> • Positive and constructive relationships with key stakeholders • Develops open and effective communications practices

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Behavioral Competencies	Level
Deliver Winning Performance	2
Grow the Business	1
Create Customer Value	1
Achieve More Together	2
Communicate with Impact	1

Technical Competencies	
Finance Competency	Role Requirement
Business Partnering 	<ul style="list-style-type: none"> Identify and address business partner needs. Maintain and enhance effective cross-functional business partnerships Educate stakeholders in a manner that is appropriate and understandable to the audience. Challenge the business in a constructive way Establish credibility and build the foundation of relationships with business partners Identify opportunities to support financial aspects of proposed initiatives and projects. Challenge outcomes and communicate recommendations to relevant stakeholders
Project & Process Management 	<ul style="list-style-type: none"> Develop and implement simple project plans, including business cases, contingencies, and critical paths Manage and monitor implementation of multiple project plans. Handle obstacles effectively Execute assigned business processes Proactively identify process improvement opportunities
Other	<ul style="list-style-type: none"> Experience with Tableau would be highly beneficial, but training can be provided. Alternatively experience with other dashboarding tools, such as QlikView and MicroStrategy would be advantageous Ability to quickly understand reporting requirements and translate them into actionable visualisations Experience of working with databases; i.e. identifying and extracting data. Specifically, understanding and experience of SAP BO and BW, BPC and SAP is preferable Basic understanding of financial systems & processes MS Office Suite Skills, especially SharePoint, PowerPoint & Excel (including pivot tables, charts etc.)

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Additional Position Information	
Function:	Finance
Department:	CoE
Grade:	Manager
Comp. & Benefits:	Standard CCEP terms
Working hours & travelling:	Moderate travel (10%)
Job Scope:	
Budget:	
Location Information:	Sofia
Specific Challenges:	
Main Constraints:	
Key Inputs	

Organisation Chart	
<pre> graph TD OE[OE Lead Associate Director] --- CI[CI Lead Senior Manager] CI --- GM[Governance Manager] CI --- BI[BI Lead Manager] GM --- AT[Analyst Tableau] BI --- AT </pre>	
Additional Candidate Information	
Qualifications:	<ul style="list-style-type: none"> Degree level education in Information Systems, Finance or Business Studies
Experience:	<ul style="list-style-type: none"> Min 1 years' experience Business and requirements analysis Designing, developing BI and other analytical/ reporting solutions using standard BI tools like Tableau, QlikView, MicroStrategy etc. Working with databases in particularly with the identification and extraction of data from SAP BW and MS Access (Ideal, not essential) Data modelling experience (Ideal, not essential) Problem-solving/ conflict resolution, critical thinking and priority-setting Working with several groups of data and users simultaneously
Foreign Language:	English - advanced level
Personal Skills	<ul style="list-style-type: none"> Strong focus on providing the highest level of customer service Excellent communication & interpersonal skills Strong analytical skills and ability to solve complex problems Strong team player Time management, planning and organisation Leadership

If you are interested in applying for this job position, send your CV to ygeorgieva@cokecce.com.