



Planning & Forecasting Analyst

job description



the finer details

Which site am I based at?

Acorn House Isleport

Which team am I a part of?

Supply Chain

Who do I report to?

Senior Planning Analyst

Who do I look after?

No direct reports

Team size

No

Do you have responsibility for a budget?

No

the purpose of your role

The purpose of this role is to provide essential analytical and technical support to the Planning function, ensuring continuity, accuracy, and efficiency across reporting, forecasting, and system processes.

The role will play a key part in maintaining and enhancing existing Power BI and Excel-based tools, supporting the transition to new planning systems, and enabling data-driven decision making throughout the supply chain.

You will ensure high-quality reporting, robust data models, and well-governed analytical processes, while supporting wider system improvements—including the migration of reporting assets and semantic models into modern data architecture frameworks.

This role is critical in sustaining operational performance, strengthening analytical capability, and enabling both the Senior Planning Analyst and wider team to deliver strategic projects and transformation activities.

Your responsibilities:

Analytics

- ♥ Develop and implement data collection systems, data analytics and other strategies that optimize statistical efficiency and quality
- ♥ Identify, analyse, and interpret trends or patterns in complex data sets to provide key business insights
- ♥ Keep management informed of project status through periodic status reporting and project updates

Power BI & Reporting

- ♥ Develop, maintain, and migrate Power BI reports and semantic data models.
- ♥ Audit, streamline, and retire redundant or legacy Power BI reporting.
- ♥ Produce clear documentation and user guides for Planning Power BI reports.
- ♥ Ensure data integrity and consistent report performance across the department.

Systems Support

- ♥ Support and maintain Planning & Replenishment Excel-based tools, including VBA-driven models (VBA expertise essential).
- ♥ Troubleshoot system and reporting issues, ensuring minimal downtime and quick resolution.
- ♥ Assist with system testing, data validation, and workflow alignment during the new planning system implementation.

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Qualifications & experience

Essential:

- ♥ Demonstrable skills in statistical analysis.
- ♥ Strong analytical skills with the ability to collect, organise, analyse, and disseminate significant amounts of information with attention to detail and accuracy
- ♥ Power Bi Report design and data manipulation
- ♥ Familiarity with SQL for data extraction and troubleshooting
- ♥ Practical knowledge of DAX for Power BI model development
- ♥ Understanding of data modelling principles and semantic layer design.
- ♥ Excellent IT Skills (Microsoft Excel including Excel VBA)
- ♥ An ability to influence people at all levels
- ♥ Positive attitude & Good Interpersonal skills
- ♥ Proactive and self-motivated
- ♥ Being able to work to strict deadlines.

Desirable:

- ♥ OneLake & Lakehouse Architecture Understanding
- ♥ Data Engineering Awareness
- ♥ Experience working with ERP and/or planning systems
- ♥ Experience of Dashboard reporting
- ♥ Evidence of self-development
- ♥ Drivers Licence

what good looks like for this role

Strong analytical skills: A Planning & Forecasting Analyst should have strong analytical skills, including the ability to work with data, perform statistical analysis, and use Excel and other analytical tools.

Detail-oriented: Attention to detail is essential for a Planning & Forecasting Analyst to ensure the accuracy of the data they are working with and the validity of their forecasts.

Strong communication skills: Communication is crucial for a Planning & Forecasting Analyst to effectively collaborate with colleagues and present their findings to senior management. Strong writing skills are also important for creating clear and concise reports.

Adaptability: The ability to learn quickly and adapt to changing circumstances is critical for a Planning & Forecasting Analyst. They must be able to adjust their forecasts and models based on new information and changes in the business environment.

Problem-solving skills: Planning & Forecasting Analysts must be able to identify issues and inconsistencies in the data they are working with and develop solutions to address them.

Basic business acumen: While not as critical as for a Senior Planning & Forecasting Analyst, a Planning & Forecasting Analyst should have a basic understanding of the business and industry they are working in, as well as an awareness of economic trends and market conditions.

Overall, a successful Planning & Forecasting Analyst should possess a strong analytical mindset, excellent attention to detail, and strong communication and problem-solving skills. They should also be adaptable and able to learn quickly to keep up with the demands of their role.

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