



## Job Details

**Reports to:** Business Interconnect & Pricing Manager, Virgin Media Business

**Title:** Business Cost Validation Analyst

**Location:** Eastpoint

**Duration:** Permanent, Full-Time

## About Virgin Media:

At Virgin Media, we've got a very different way of looking at the world - and it shows in what we're like as a place to work. We think work should be fun - because fun is what our customers demand from our services. So you'll be joining a bunch of people who are free-spirited, capable of coming up with their own ideas, and given free rein to put their talents to their best use. But besides being all about fun, we're also deadly serious when it comes to putting our customers first! Whether it's TV, mobile, home phone or super-fast broadband services, at Virgin Media Ireland we're 110% focused on making our customers lives easier, richer and a little bit more fun.

It's not a nine-to-five, clock in and tune out sort of place. And there's no corporate mask to put on at the door – you can just be yourself. We're hard working, but in it together. Creating something special. Because let's face it. If you don't love what you do, it's time to do something else. Join us.

## About the Role:

We are looking for a natural process driven, analytical minded individual, who can get to grips with understanding all costs flowing through the Business function, carrying out cost analysis to ensure the business is getting the best value for money,

In general, the individual will be responsible for maintaining accurate records of all costs and allocations across Virgin Media Business and delivering cost effective retail and wholesale voice rate plans for the Business Sales team.

## Specific Tasks/ Duties:

- Analyse all invoices to ensure correct products/services were received at expected cost.
- Assess all products, resources and services to ensure the best value is achieved for the Business without jeopardizing quality.
- Remain acutely aware of market trends that could impact costs and keep a keen focus on our competitor offerings.
- Assist in managing vendor relationships ensuring cost effectiveness.
- One of the key functions of this role will be to work on initiatives that analyse all our existing costs, reconcile and determine whether all costs are still valid.
- Actively work on identifying cost reduction and cost effectiveness as part of the initiatives.

- Implement and maintain voice tariffs for Business wholesale and retail voice to ensure that all services are billed accurately to agreed tariffs.
- Provide Business Account Managers with accurate and competitive business retail and wholesale rates and ensure delivery in a timely manner.
- Ensure a timely resolution to all business billing disputes.
- Support the revenue assurance teams with minimizing fraud for Business customers.
- Act as primary point of contact to the sales team for all pricing requests and queries.
- Liaise with the network engineering teams on all interconnect voice traffic issues.
- Liaise, co-ordinate and maintain relationships with 3<sup>rd</sup> party voice carriers and suppliers to ensure the delivery of our customer's service is paramount.
- Track cost reduction project progress and issues and suggest solutions whilst interacting with the relevant teams.
- Prepare weekly and monthly reports to support Business Voice P&L as directed by the Business Interconnect & Pricing Manager and the Head of Business.
- Provide support to the Business Operations Manager in any cost reduction initiatives or projects.
- Work across the various teams within Business, Finance and the wider Virgin Media Ireland departments.
- Represent Virgin Media Business in best light at all times.

## Job Responsibilities

- Identify, analyse, reconcile and validate all Business costs.
- Actively seek out cost savings and reduction.
- Ensure Virgin Media Business is getting the best value for money from its vendors.
- Create competitive voice tariff plans for our customers
- Provide regular communications support and project status reports for Senior Management in relation to cost reduction programmes.
- Open communication with various stakeholders
- Provide administrative pricing and cost analysis support to other areas of the Business team if requested.
- Ensure all reporting requirements are met on time each week / month
- Update and maintain all Business systems as required.
- The initiative to work independently

## The Person:

### Essential Qualifications / Education:

- 3<sup>rd</sup> level degree / qualification preferably in a finance or business discipline.
- Advanced experience in Microsoft Office especially MS Excel
- Solid understanding of our products and services

### Essential Experience:

- 3+ years Business Analyst or Project Management experience
- Excellent organisational skills
- Excellent communication skills
- Operational Administration
- Experience of working in a dynamic operations environment.
- Proactive and resourceful.
- Ability to work on own initiative

Join and you'll be part of the Virgin Media family. You can trust us to do the right thing by you. We're a great place to work – and we offer impressive benefits too. Get ready for a generous holiday allowance, contributory pension and of course, discounts on our fantastic mobile, broadband and cable.

Ready to TURN IT ON? Apply [jobs@virginmedia.ie](mailto:jobs@virginmedia.ie)

Not your ideal job? Visit our career page to view all of our other open vacancies; <http://www.virginmedia.ie/careers>

Virgin Media is an equal opportunities employer. Having a diverse workforce is critical to the success of our business.