

# ELIZABETH THOMAS

## COST ANALYST



Remote. UK



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## CORE COMPETENCIES

Advanced Microsoft Excel

Microsoft Power BI

Data transformation and modelling

Cost optimisation

Commercial value management

Strategic decision support

Stakeholder engagement and influence

Data analytics

## EDUCATION

### DIPLOMA OF HIGHER EDUCATION

Lancaster University

2016 – 2019

### A-LEVELS

Luton Sixth Form College

2014 – 2016

- English Language A\*
- History A
- Economics B

## PROFESSIONAL QUALIFICATIONS

Google Data Analytics Professional Certificate (2023)

INSEAD Financial Analysis for Non-Financial Managers (2024)

## PROFESSIONAL PROFILE

Insight-driven Cost Analyst specialising in technology spend, with proven success using Power BI and Excel to build robust reporting frameworks. Skilled in identifying cost optimisation opportunities, influencing strategic decisions, and delivering tangible savings. Experienced in stakeholder engagement and enterprise finance systems.

## PROFESSIONAL EXPERIENCE

### COST ANALYST, INFORMA

JAN 2024– PRESENT

- Built a robust Power BI reporting framework to track and analyse £360M of company-wide technology costs across multiple systems and categories.
- Created first-time spend views for OPEX/CAPEX, RCICI, and Application, significantly improving strategic delivery and financial transparency.
- Delivered cost optimisation insights aligned to strategic goals, contributing to £2M in identified savings.
- Partnered with procurement, architecture and operational delivery teams to validate insights, track savings realisation and influence commercial decision-making.
- Liaised with senior leadership and executive stakeholders to present findings, influence prioritisation and support data-driven decision making.
- Reviewed and validated technology spend to ensure alignment with financial governance structures, identifying misallocations and summarising key issues to recommend improvements to central and divisional finance processes.

### COMMERCIAL ADMINISTRATOR, INFORMA

JAN 2023 – DEC 2024

- Responsible for managing 15 Enterprise software accounts.
- Implemented an internal license management process to improve visibility and reporting and support cost optimisation.
- Assisted in the development and implementation of improved ways of working for vendor invoice processing.
- Assisted in the sourcing of key vendor information including contracts, invoices and usage data, previously untracked.
- Completed ad-hoc data analysis on vendor costs and project costs to support strategic decision-making.

### INVOICING ADMINISTRATOR, TEAM

AUG 2022 – JAN 2023

- Responsible for handling preparation of invoices, logging and approving of technician expenses, processing and checking of job sheets and weekly timesheets, receipting PO numbers, producing reports and updates for stakeholders on accrued and current revenue.
- Supported credit controller with customer communications to request payment dates and settle overdue accounts.

### CUSTOMER RELATIONSHIP MANAGER, RENTOKIL INITIAL

AUG 2022 – JAN 2023

- Responsible for managing a portfolio of accounts across Wales/South West England.
- Acting as the direct point of contact for customer queries including service issues, invoice disputes, termination requests and general account enquiries.
- Consistent success in achieving set gateways and targets against debt, retention and sales.