

# JOB DESCRIPTION

<b>Vacancy reference:</b>	SRF41818
<b>Post Title:</b>	Assistant Financial Planning & Strategy Analyst
<b>Grade:</b>	Grade 6
<b>School/Department:</b>	Finance
<b>Reports to:</b>	Finance Business Partner
<b>Responsible for:</b>	N/A

## Purpose

The Assistant Financial Planning & Strategy Analyst works with the Schools and Services to assist in delivering the School and University strategy. This role provides analytical information and support to the Finance Business Partners (FBP) for Chemistry, Food and Pharmacy and Politics, Economics and International Relations as well as providing support for some of the Professional Services. It also works closely with other members of the FP&S Team.

## Main duties and responsibilities

- Professionally present and deliver high level, informative Reports to Head of Departments and Function and FBP.
- Analysis & Reporting: Combine quantitative, qualitative data & statistical analysis to highlight trends
- Support the FBP and Analyst in producing the budgets and forecasting
- Ensure strong budgeting, reporting and forecasting processes are in place
- Assist Heads of Department with the budget/forecast processes meeting with them on a regular basis to facilitate this.
- Update the cost centre budgets/forecasts in COGNOS following meetings with Heads of Department and FBPs.
- Suggest ideas for performance improvement
- Provide accurate and timely financial data and analysis to inform decision making. Providing and Interpreting Financial Information, analysing trends and highlighting areas of both risk and opportunities.
- Provide quality Ad-hoc Management Information relating to School/Programme performances as requested.
- Working with the Business Partners, prepare and deliver periodic and annual management accounts to Heads of School and Functions.
- Assist with the preparation of forecast outcomes for schools and functions working with the Business Partners and School/Function colleagues (especially the Heads of School/Function) to ensure the forecasts correctly reflect the likely outcome and also are accepted by the School / Function Heads,
- As part of the management accounts preparation and forecasting, analyse all variances and ascertain the reasons for their occurrence, and as a result prepare recommendations for addressing and correcting them where viable.
- Attend School or Service meetings if required to explain reports
- Conduct detailed analysis of data, interpret results and trends, present results to the Finance Business Partner

- Support Departmental Heads in their understanding and interpretation of financial training and where appropriate carry out relevant training to ensure financial concepts are firmly grasped and understood
- Advise school and service members to enable them to produce their own financial reports, meeting with them where necessary facilitate this.
- Carry out detailed analysis on ad-hoc proposals and advise on outcomes
- Assist in the compilation of any data or return information required by external bodies
- Work with Business Partners and fellow Analysts to develop best practice and promote ideas and process improvement
- Ensure financial expertise is up to date and relevant to the role by attending related courses, technical updates reading and sector group/meeting attendance
- Attend sector group or meetings / networks to share and assimilate best practice etc in particular BUFDG meetings, OfS/UKRI groups
- Building strong relationships with all stakeholders, ensuring they have confidence in the Finances and the procedures and policies that are in place, always looking to improve areas where it will increase the stakeholder's clarity

### **Supervision received**

This post reports to the Finance Business Partner who provides general guidance for this role.

### **Supervision given**

None.

### **Contact**

The AFPSA will work closely with the FBP, Senior Management of the Services and Functions including Heads of School.

### **Terms and conditions**

This role is full-time permanent position. There are no specified hours of work, but you will be required to work such hours as are necessary to carry out the duties associated with the post. Overtime is not payable.

This document outlines the requirements for the time being of the post to indicate the level for responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the role or the level of responsibility entailed.

### **Date assessed: June 2022**

# PERSON SPECIFICATION

Job Title	School/Department
Assistant Financial Planning & Strategy Analyst	Finance

Criteria	Essential	Desirable
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Excellent report writing and presentational skills</li> <li>• Excellent numeracy skills</li> <li>• Good interpersonal skills, strong communicator who is comfortable working autonomously or as part of a team</li> <li>• Ability to work under time pressure and prioritise workload</li> <li>• Good attention to detail with an organised methodical approach</li> <li>• Excellent Excel and modelling skills</li> <li>• Ability to work effectively both as a team member and individually</li> </ul>	<ul style="list-style-type: none"> <li>• This professional understands and communicates the need for change, builds support for change, and helps groups and individuals to manage change effectively</li> <li>• Knowledge of Reporting in Agresso</li> <li>• Knowledge of COGNOS or similar planning systems</li> </ul>
<b>Attainment</b>	<ul style="list-style-type: none"> <li>• Good 'A' levels or equivalent</li> <li>• Part Qualified (CIMA/ACCA/CIPFA/ACA)</li> </ul>	<ul style="list-style-type: none"> <li>• A degree or equivalent</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Significant understanding of budgeting and forecasting</li> <li>• In depth knowledge of the University's systems, process and activities from a financial and business perspective</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the Higher Education sector</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Having worked within the finance function of a large and complex organisation, commercial or not for profit</li> <li>• Financial analysis and modelling</li> </ul>	
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• A willingness to commit to continuous development</li> <li>• Ability to create solutions to problems</li> <li>• Skilled at influencing others to ensure deadlines are met</li> <li>• Self-motivated with open mind and positive attitude</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Understanding of the professional, legal, regulatory and policy requirements relevant to the role</li> </ul>	

Completed by: Marie Misselbrook	Date: 14/06/2022
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