

Job Title: Financial Planning and Business Analyst	Pay Grade: £35k - £40k
Normal Place of Work: Queen's Gardens	Line Manager: Group Financial Controller
<p>Role Summary:</p> <p>Develop a robust financial planning model to support strategic decision making and gain greater knowledge of the financial information.</p> <p>To prepare and deliver accurate and timely reports to the Strategic Leadership Team and Corporation.</p>	

Principal Accountabilities:

1. To develop financial models and analysis to support strategic initiatives
2. To produce timely reforecasts to aid decision making, working alongside department heads and/or other budget holders
3. To analyse complex financial information and reports to provide accurate and timely financial recommendations to management for decision making purposes
4. To support the Senior Management Team and Departments heads with in-depth financial analysis
5. To prepare presentations to the Senior Management Team and Corporation
6. To produce relevant quarterly and monthly financial reports
7. To produce and monitor KPI's, highlighting trends and analyzing causes of unexpected variance
8. To oversee and manage the continued development of Budgeting, Financial Forecasting, Operating Plan and Modeling tools
9. To Improve performance by evaluating processes to drive efficiencies
10. To work with department heads to evaluate optional plans by identifying outcomes and potential returns
11. To manage other administrative requirements
12. To perform any other reasonable task relevant to that of a Financial Planning and Business Analyst, including, but not limited to, dealing with both internal and external financial queries, and to be involved in ad-hoc projects

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

Direct Reports	n/a
Internal Key Stakeholders	Finance Team, Corporation, Strategic Leadership Team
External Key Stakeholders	ESFA, Banks, Companies House, suppliers, customers, service users and other funders

Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Ensure that the College's internal customers receive an excellent customer service experience in all dealings with the service
- To deliver your day to day duties consistently with the service level agreement
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy implementation
- To act as a champion for change and improvement and constantly enhancing quality
- To contribute to the annual quality review of the service and the programme of continuous improvement
- To actively promote and act, at all times, in accordance with College policies, e.g. Health and Safety, Equal Opportunities and Safeguarding
- To actively promote and adhere to agreed College values
- Promote innovation
- To contribute to delivering the College's internal communications strategy, playing a supporting role in ensuring that communications are high quality and that our workforce is respected
- To participate in the College Annual Staff Performance and Development Review (ASPDR) as a reviewer and a reviewee
- To undertake other duties commensurate with the job level

Person Specification – Financial Planning Analyst

	Essential	Desirable	How assessed*
QUALIFICATIONS			
Qualified to degree level or equivalent professional qualification	✓		AF/Cert
Qualified Accountant	✓		AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Successful strategic financial management	✓		AF/IV
Knowledge of a commercial environment	✓		AF/IV
Experience of leading and developing people	✓		AF/IV
Excellent financial forecasting and modelling skills	✓		AF/IV
Experience of financial scenario planning for strategic and operational initiatives	✓		AF/IV
Excellent knowledge of MS Excel	✓		AF/IV
SKILLS AND ABILITIES			
Excellent verbal and numerical reasoning	✓		AF/IV
Excellent written and oral communication	✓		AF/IV
Excellent interpersonal skills	✓		AF/IV
Ability to build people development strategies and plans for operational teams		✓	AF/IV
Planning, Project Management and Organisational Skills	✓		AF/IV
Analysis, problem solving and decision making skills	✓		AF/IV
Willing to work flexibly	✓		AF/IV
Full UK Driving Licence		✓	

*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert = Certificate checked at interview

Employee Signed:

Print:

Date: