

JOB DESCRIPTION

Job Title	Head of FP&A		
Reports to	Chief Financial Officer (CFO) and Treasurer		
Department	Finance		
Job Family	Overarching	Level	6

About the School

At London Business School, we strive to have a profound impact on the way the world does business and the way business impacts the world. Our departments work hard to ensure that we are continually delivering a world-class service, academic excellence and that our course offering maintains our place as a leading business school.

With thought-leading faculty and dynamic learning solutions, we empower both businesses and individuals by offering a transformational learning experience that will broaden their professional knowledge and global mindset. As well as offering postgraduate courses for the business leaders of the future, we run open and customised executive courses for professionals and corporate clients that help leaders identify the future focus and strategic direction of their businesses.

With London in our hearts, we draw from its status as a financial, entrepreneurial and cultural hub to attract a diverse range of students and faculty, creating an abundance of opportunities to network with industry experts and alumni worldwide.

About the Department

Finance aims to be a *“trusted partner providing expert guidance, critical controls and processes, meaningful insight and challenge to support effective decision-making, empowering the School to achieve its long-term goals”*.

The spectrum of finance and procurement activities undertaken by the c.40 people in the Finance department includes: finance processes operations, finance systems operations, management and statutory reporting, controls and compliance, tax, business partnering with business units to delivery their plans, funding and banking negotiations and operations, and procurement leadership and governance for the School and its subsidiaries.

In order to fulfil its vision of *“Finance pro-actively partners with stakeholders to achieve the School’s vision”* the finance department is embarking on a significant transformation including new operating model, revised organisational structure, improved and new processes and upgraded systems. The Head of FP&A will support the CFO and Treasurer in this transformation.

Job Purpose

The Head of FP&A is a member of the Finance Senior Management Team. As such, the incumbent plays a key role to partner with the business and peers in the development of operational plan and their implementation and delivery.

The role has accountability for the leadership and management of the FP&A function and team

This role leads a team of experts to develop and implement the financial operational plans that will enable achieving the School's goals and plan while adopting a risk-based and value-add control environment and meeting regulatory obligations.

The incumbent sponsors significant systems and capability improvements in the finance team to ensure processes are streamlined, optimised and the function is recognised as world-class.

Key Areas of accountability and Key Performance Indicators (KPIs)

Key areas of accountability:

Strategy, Policy Development and Planning

- Participates as a senior leader in the development, and implementation, of the school vision and strategic goals and objectives.
- Ensures alignment of the School's strategic and financial plans; proposes financial targets and drives the development of the annual budget in each department.
- Develops, agrees and tracks the appropriate operational financial KPIs for the School as a whole (and each department); drives the necessary actions to meet or exceed targets.
- Accountable for the FP&A function and delivery of effective reporting and controls for the School.
- Produces the annual Finance budget (including capex requirements).

Performance, Finance Process Management and Improvement

- Drives the achievement of the School's financial targets, initiatives and projects through the leadership of a team of expert business partners.
- In alignment with the Dean's Office, presents the financial elements of a KPI dashboard / scorecard at SMT and offers challenge & insights on School's performance, financial risks and opportunities.
- Leads the FP&A team in the set-up, management and improvement of financial processes and controls.
- Encourages continuous improvement based on KPI analysis and user/stakeholder feedback.

Risk Management, Controls and Compliance

- Promotes an environment in which controls and compliance are seen as a value-add expertise by both stakeholders and team.
- Anticipates and identifies potential financial risks and oversees their management and governance following a framework defined by the Dean's Office.
- Ensures that a risk-based control approach is followed and that critical controls (internal and external) are adhered to by all in the School.

Stakeholder Management and External Visibility

- Be the main point of call for financial matters for School budget holders.
- Provides financial expertise, recommendations and advice to the CFO in support of the departments, BU and School's strategic goals.
- Represents the CFO as required to a wide range of external audiences and stakeholders, in particular funding providers, proactively promoting the School, its programmes and opportunities.

Finance Projects and Change Management

- Acts as the project sponsor and provides oversight to the finance transformation, in particular the system change project.
- Champions change management by modelling behaviour, wins hearts and minds and gains overall organisation buy-in to the changes (in finance systems, end-to-end processes).

Team leadership and management

- Actively communicates the School's vision and strategic goals through-out the finance department ensuring high-levels of awareness and engagement.
- Be the conduit between the finance SMT and FP&A team, sharing information and feedback both ways.
- Proactively encourages teams to collaborate across departments, to maximize the School's performance opportunities.

KPIs:

- Achievement of the London Business School financial targets; and longer-term strategic objectives.
- Stakeholder feedback on the quality of the inputs and insights provided to aid decision-making.
- Development and regular monitoring of School's KPIs, Management Reports and other analysis to support performance delivery, risks and issues management.
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- Sound commercial management and demonstrable return on investment for all the School's significant investments (and by each department, for the budgets under their management).
- Development and adherence to service levels agreements (for finance operational processes) with other departments.
- Achievement of cross-departmental projects and change initiatives, such as the procurement savings project.
- Development and successful deployment of new/enhanced finance systems impacting the FP&A team, processes and policies that are aligned to strategic objectives.
- Effective risk-management for Finance and the School.
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Knowledge/Qualifications/Skills/Experience required

Candidates will have a compelling track record of senior financial leadership within a complex (multi-product, multi-business area, multi-location) organization. Though they may come from a variety of sectors, they will have a commercial mindset and a strategic nous, which enables them to develop and deliver plans to enhance the financial position of London Business School. They will have the experience of fully transforming finance functions, across all elements of an organization; operating model, structure, process, systems and governance. They will be a committed team player, with a collegiate approach and an aptitude for developing their teams. The appointed candidate will be confident operating at a senior level and be able to articulate financial information in a way, which facilitates senior decision-making.

Mentoring and team management a key requirement.

Business management competences

- Strong commercial acumen and business understanding, willing and able to challenge accepted practices and processes, and to operate as a sounding board for senior stakeholders.
- The ability to combine strategic and analytical perspectives with a pragmatic approach.
- Knowledge of the industry and the relevant external environment (legislative, regulatory, best practice standards etc.) would be a significant advantage.
- Experience of leading delivery within a complex organization with multiple competing demands.
- Results-oriented, strategic thinker and planner. Ability to drive initiatives through to conclusion.

Behavioral competences

- Energetic individual that is keen to drive significant change and leave her/his mark in an organization.
- Effective communicator both with finance and non-finance professionals.
- Strong stakeholder management skills and ability to achieve results by influencing other senior leaders and networking.

- Collaborative individual by nature that can facilitate the bridging of different views while remaining independent and holding ground to key financial controls.
- Willing to 'roll up the sleeves' to get things done.
- Significant people management proficiency with experience of leading a multi-disciplined workforce.

Finance competences

- An outstanding business partner with exceptional financial analysis skills.
- Strong statutory accounting, management accounting and consolidation experience.
- Knowledge and practice of treasury accounting and funding processes.

Experience

- Professional accounting designation (ACA, FCA, CA, CIMA).
- 10+ years in progressively responsible financial leadership positions.
- In-depth experience of treasury (and funding sources).
- Track-record in leading Finance function transformations, in particular finance system changes, and business change programmes.
- PC proficiency and remote-working technology is essential (Windows environment).

Staff	c. 20
Budgets	
Date Updated	Oct/2020