

# JOB DESCRIPTION

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|-------------------|--|--------------|----------|
| <b>Job Title</b>  | <b>Finance Analyst,<br/>Executive Education - Custom</b> |              |          |
| <b>Reports to</b> | <b>Finance Manager</b>                                   |              |          |
| <b>Department</b> | <b>Finance – Financial Planning and<br/>Analysis</b>     |              |          |
| <b>Job Family</b> | <b>Business<br/>Services</b>                             | <b>Level</b> | <b>2</b> |

## 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

Within Operations, Accounts plays a key role delivering change and supporting planning to achieve the School's strategy over the medium term (5 years to 2019/20) and longer term (to 2025/26). The team provides a full financial service to all areas of the School and in particular:

- Strategic planning and analysis support to the School's senior executives.
- A comprehensive management information and business partner service to the School's senior management including planning budgeting and forecasting.
- A customer-facing finance service to support the day to day running of the School including all transaction processing services – purchase invoicing, payroll and expenses; banking and treasury management; sales invoicing and credit control; research grant funding support; and the processing, reconciliation of, and reporting on, fundraising.

- Full corporate governance and compliance provision to the School and its subsidiary companies including managing and reporting on internal controls; financial accounting and reporting; insurance, tax, VAT and legal, HEFCE and Charity requirements; and management of external audit.
- Purchasing and procurement support to the School's budget holders to deliver Value for Money.

## Job Purpose

To provide support and assistance to the Finance Manager, Exec Ed in producing quality, timely financial management information to the School; co-ordinate the month, quarter and year end Exec Ed management reporting processes, and take a leading role in improving and developing Exec Ed management information. This includes:

- Being recognised as a valued member of the Exec-Ed Finance team
- Adhering to all reporting timetables and reporting inventories for the FP&A team
- Delivering a consolidated School-wide management information service covering Plan, Budget, Forecast and Monthly management information processes ensuring accurate and timely outputs
- Providing support to the Exec-Ed team and Exec-Ed Commercial Finance team in the delivery of the School Plan and Budget and quarterly forecast
- Maintaining the relevant financial models to provide accurate information for Exec-Ed senior management to inform effective decision-making.
- Providing support on new developments and undertaking other ad hoc work as required

### Key Stakeholders:

- Exec Ed Senior Management
- Director, FP&A
- FP&A business partners
- Members of the Accounts department

## Key Areas of accountability and Key Performance Indicators (KPIs)

### Key areas of accountability:

#### **Business Partnering**

- Support Exec Ed Finance Manager in providing a full financial business partnering service to the Executive Education department including
  - Client sales invoicing – prepare requests for Executive Education invoicing for custom programmes. Delivered accurately, on a timely basis, per client contract terms.
  - Accounts Payable. Checking supplier invoices against approved budgets. Invoices are charged to correct codes. Supplier SLA's are consistently met.
  - Checking and maintaining coaching invoicing (both client and supplier). Invoicing is controlled and timely.

- Debt management. Support Business Analyst and Central Accounts on debt management. Debts collected on timely basis.
- Review of detailed programme budgets to support the running of Executive Education programmes. All supplier rates are approved via standard rate card or via Executive Education Board. Note: creation of custom programme budgets will be moving to operations in the medium term. The review point will remain with the finance team.
- Effective cost centre management – in accordance with School's financial regulations.

### **Month / Year End Close**

- Performing month end and year end tasks in line with the agreed plan and timetable. All tasks including checks and reconciliations completed on time and accurately.
- Reports and analysis for month end close are produced on accurate, timely basis. Reports are understood and trends identified. Including reporting and analysis of custom programme actual vs. budget results.
- Ensure all ACP schedules are completed
- Act as first line review of management pack schedules for reconciliation and to identify variances

### **Reporting and Analysis**

- Assist with the delivery of timely quarterly management accounts
- Ensure all reports that are accurate, variances are explained and actions are proposed in support of business improvements.
- Assist with the preparation of other relevant financial reports and analysis.
- Assist in the delivery of a budget review service to Executive Education including with financial review meetings.
- Assist with the preparation of annual and five year budgets, quarterly forecasts and reporting.
- Flag key risks, deviation from targets and corrective actions at the earliest opportunity.
- Implement improvements to plan/budget/forecast methodologies as needed to increase efficiency of processes, focus on key issues and secure high levels of engagement from budget holders.

### **Monthly Statutory Requirements**

- Assist with implementation of processes / new approaches required to ensure compliance with all statutory requirements. Assist with internal and external audits

### **Other**

- Look to implement new ways of working that support seamless execution of finance operations.
- Assist in the delivery of financial training for relevant staff
- Assist with writing and implementing policies and procedures.
- Assist with the implementation of new systems/processes
- Develop relationships with key Budget Holders/Managers within Executive Education and other areas of the School
- Any other duties as assigned by your line manager

### **Knowledge/Qualifications/Skills/Experience required**

- Bachelor's degree or equivalent experience
- Professional Qualification of equivalent experience
- Excellent communication skills with the ability to engage a variety of audiences.
- Excellent analytical and problem-solving skills
- Ability to manage multiple internal and external stakeholders
- Ability to prioritise and focus on material issues
- Experience of establishing good control and reconciliation environments
- Advanced IT skills essential, specifically: Excel and ideally Sun and Vision
- Ability to produce effective financial and non-financial management reports, analyses and recommendations

### **Resources including team management**

**None**

|                     |                 |
|---------------------|-----------------|
| <b>Staff</b>        | <b>None</b>     |
| <b>Budgets</b>      | <b>None</b>     |
| <b>Date Updated</b> | <b>14.12.21</b> |