

JOB DESCRIPTION

Job Title	Senior Finance Analyst, Operations		
Reports to	Associate Director, Financial Planning & Analysis		
Department	Operations – Accounts/Procurement		
Job Family	Business Services	Level	3

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 support delivery of the annual plans for the school and specific objectives for accounts. Provide management accounting support for the School and/or assigned departments. Key member of a communal customer focused FP&A team. This includes:

- Being recognised as a trusted partner to the business and first line of contact for supported area's Accounts issues and questions.
- Developing an understanding of business area's drivers and key issues.
- Positively representing the Accounts department with business partners and colleagues.
- Delivering accurate, concise and timely outputs for Plan, Budget, Forecast and Monthly reporting, including management information and requested analysis to inform decision making.
- Supporting annual accounts and other processes as needed and requested by FP&A senior management
- Providing analytical and business case support for new developments and undertaking other ad hoc work as required.

In particular, this role involves taking the lead in business partnering for the area supported, and all related matters, including completion and review of project documentation.

Key Stakeholders:

- Senior leadership within supported area (Associate/Deputy Dean, senior management team)
- FP&A team
- Members of the Accounts department

Key Areas of accountability and Key Performance Indicators (KPIs)

Business Partnering

- Act as the primary finance contact for supported area
- Providing high quality advice and guidance on all aspects of finance from decision support to directing partners to the right sources for help within Accounts team.

- Support provision of financial skills and system training to managers to enable their delivery of financial plans.
- Ensure key decisions and assumptions underlying finance plans/budgets/forecasts/business cases have been properly challenged.
- Meet regularly with partners to understand their business issues, drivers and plans.

Month / Year End close

- Support preparation & updating of the Management Packs on a monthly basis for reporting and for each forecast and budget.
- Ensure all month end and year end processes are completed according to the timetables.
- Consolidate and reconcile all the information included in the Management Pack..
- Ensure all relevant Accounting Control Pack schedules are completed.
- Ensure variances are reported for weekly overs and unders
- Ensure all capex reporting is completed in accordance with policies and procedures
- Monitor changes that impact key financial models and identify variances,
- Maintain spreadsheets detailing the annual licence and maintenance costs across the school

Reporting and Analysis

- Produce clear guidance, instructions, templates and timetables for the annual budget and quarterly forecast processes.
- Ensure full engagement by setting out a clear set of review processes (including meetings) with senior management to support a strong decision-making process ahead of finalisation of forecasts/budgets at departmental and Committee levels.
- Ensure timelines are communicated in advance and take into account all variable needed for models such as allocations and set out timelines for cross organization items such as HEIF and BIDs.
- Work with senior management and HR Business Partners to ensure resource plans are able to deliver the programmes and that budget/forecast revenues and costs properly reflect those plans.
- 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.
- Ensure key financial models are updated/run accurately and frequently.
- Produce accurate quarterly capex forecasts

Other

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

audits Support and propose the implementation of new ways of working for a seamless execution of finance operations.

- Assist in the delivery of financial training for relevant staff
- Ensure policies and procedures are updated.
- Develop relationships with key Budget Holders/Managers within Operations 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

Staff	
Budgets	
Date Updated	12/02/2020