

# JOB DESCRIPTION

<b>Job Title</b>	<b>Finance System Analyst</b>		
<b>Reports to</b>	<b>Senior Finance System Manager</b>		
<b>Department</b>	<b>Finance Operations</b>		
<b>Job Family</b>	<b>Business Services</b>	<b>Level</b>	<b>3</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, Finance plays a key role delivering change and supporting planning to achieve the School's strategy over the longer term. 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 an effective and high-quality finance systems service to the Finance Department and wider School in support of their objectives.

This includes:

- Supporting the Finance System Manager and IT with the maintenance of finance system and projects relating to the finance systems.
- Set up and manage user access rights in the new financial system, ensuring appropriate levels of access for different roles within the organisation. • Develop and provide finance system training for end users.
- Ensure policies and procedures are developed and maintained.
- Assist with reporting and other financial systems queries.
- Providing systems administration, which covers maintenance of users and authorisations, cost centres and hierarchies, and other standing data for our finance system TechnologyOne.
- Maintain our expense and purchasing order systems to ensure users are set up and inputs and changes are done accurately and on a timely basis.
- Administration of the School's banking & credit card system (approving, sending out of applications, contact for all queries)
- Any other duties assigned by line manager.
- Flexibility to work outside normal hours when required to meet financial deadlines.

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

### **Key areas of accountability:**

#### **Delivery and Support**

- Apply specialist technical knowledge across a range of different areas to deliver required services in line with defined processes, escalating queries or tasks outside your own technical knowledge and/or standard procedure for your own area.
- Respond to requests from all stakeholders, providing specialist advice to deliver the information and/or understanding they require and provide an excellent service.
- Resolve operational day-to-day issues referred from across the School, ensuring an efficient and first-class service is extended to all stakeholders.
- Design and develop materials and policy guidance, with supervision from more senior colleagues, for use in the provision of an efficient and effective business support service.

- Provide training to colleagues or stakeholders in an area of specialism to upskill and educate others in the business support services provided.

### **Analysis and Reporting**

- Independently collate, cleanse and analyse data, and make recommendations based on analysis to support the department's decision-making process.
- Liaise across the team and other departments to prepare reports to inform review, planning and decision-making.

### **Compliance**

- Undertake investigations and inspections of data, processes and working practices in accordance with established procedures to identify actual/potential compliance issues and recommend appropriate action.

### **Contractor Management**

- Oversee onboarding of contractors who are delivering services for an area of specialism for London Business School so that they are aware of the policies, procedures and key deliverables.

### **Collaboration**

- Collaborate closely with team members and other departments across the School to enable cross department working, to raise the team's profile, and to drive consistency of approach/standards through the wider School, thereby enabling effective service delivery.
- Project Management
- Plan and deliver a range of straightforward projects, and/or contribute to more complex projects with guidance from more senior colleagues, to ensure delivery against project time, cost and quality standards, and targets.

### **Financial Management**

- Monitor and review financial activity for your own area of specialism to ensure the accurate completion of standard financial processes within budget and the provision of up-to-date information to support decision making.

### **Process Improvement**

- Monitor processes, systems and practices within area of specialism, plan and carry out regular reviews to identify opportunities for improvement considering changing needs, feedback and/or current best practice thinking; follow through on improvements once agreed.

### **People Management**

- Please read the people management accountabilities section at the start of this Job Family document and refer to the most appropriate level based on team size or level.

<b>Change Management</b>	
<ul style="list-style-type: none"> <li>• Champion change by role modelling the behavior expected from all colleagues</li> </ul>	
<b>Knowledge/Qualifications/Skills/Experience required</b>	
<b>Resources including team management</b>	
<b>N/A</b>	<ul style="list-style-type: none"> <li>• Area/team compliance with necessary regulations/processes.</li> <li>• This may be supported by a specialist qualification.</li> <li>• Production of high-quality reports, with the identification of trends and issues.</li> <li>• May be working towards relevant professional qualification.</li> </ul>
	<ul style="list-style-type: none"> <li>• System enhancements and updates delivered on time, on budget and to quality standards and targets.</li> <li>• Good communication skills and the ability to break down technical issues and explain them in layman's terms.</li> <li>• Development of relationships within and outside the team, and positive feedback from colleagues.</li> </ul>
<b>Staff</b>	<b>N/A</b>
<b>Budgets</b>	<ul style="list-style-type: none"> <li>• Up-to-date and accurate financial information for finance and wider school management skills.</li> <li>• Organisational skills and meticulous attention to detail.</li> <li>• Analytical and problem-solving skills.</li> </ul>
<b>Date Updated</b>	<b>December 2025</b>
<ul style="list-style-type: none"> <li>• Delivery of high-quality service in area of specialism.</li> <li>• Budget management experience.</li> <li>• Area/team compliance with necessary regulations/processes.</li> <li>• Production of high-quality reports, with the identification of trends and issues.</li> </ul>	
<ul style="list-style-type: none"> <li>• Timely and robust onboarding of contractors.</li> <li>• Projects delivered on time, on budget and to quality standards and targets.</li> <li>• Development of relationships within and outside the team, and positive feedback from colleagues.</li> <li>• Improvements to processes and procedures in your own area of specialism.</li> <li>• Up-to-date and accurate financial information for your own service area.</li> </ul>	