JOB DESCRIPTION

Job Title	Financial Modeller		
Reports to	Director, Financial Planning & Analysis		
Department	Operations: Finance – FP&A		
Job Family	Business Services	Level	4

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 plays a key role delivering change and supporting planning to achieve the School's strategy over the medium term (5 years to 2026/27) and 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 and for Finance Committee and Governing Body
- 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.
- The Finance department also provides key reporting and analysis for the School's external funders and regulators requirements. These are must dos and involve forward looking at scenario modelling

Job Purpose

A Financial modeller is required within the Finance team to create, improve, maintain and update a variety of high quality, flexible and bespoke financial models as required by the London Business School. The models are used by the School for strategic planning and financial management purposes and to meet a range of external governance requirements including OfS and external statutory audit and related to our external funding

This role requires a data-driven finance professional to support the School's modelling capabilities, and enhance these providing intelligence and insights to support decision-making and governance requirements:

To build and maintain transparent financial models (including the School's bespoke financial model) with clear set of assumptions re inputs, outputs, calculations and scenarios with the capability to perform sensitivity analysis and evaluation against KFI's and financial and performance metrics

To support strategic planning and decision making , ensuring alignment with School objectives, including revenue, contribution, opex, capex, working capital and cashflow targets

To provide insightful, value-add and relevant financial information for Finance Leadership to support strategic initiatives and ongoing business decision making

Providing support and advice on new developments and projects and undertaking other ad hoc work as required

Key Stakeholders:

- CFO
- Deputy CFO
- Director, FP&A
- Associate Director, Finance
- Finance department (Other FP&A/Central Finance/Credit Control/AP/Tax)
- Wider school management and business areas as required

Key Areas of accountability and Key Performance Indicators (KPIs)

Key areas of accountability:

Financial Modelling and Insight
- Use best in class Excel and Power BI and other reporting skillsets to maintain and update the financial models that currently exist within the London Business School as directed by the CFO and Deputy CFO.
- Use specialist knowledge to leverage Excel and Power BI, other analysis tools to structure, analyse and present data effectively
- Provide insight into financial metrics, helping stakeholders to monitor key performance indicators including through dashboards
- Resolve data discrepancies and maintain data accuracy
- Integrate new modelling methodologies into current practices
- Maintain and utilise and update where appropriate the School's bespoke five year financial model including scenario modelling and analysis
- Create new models that facilitate scenario analysis (eg new programmes, differential in student numbers etc)
- Manage the delivery of activities, in line with relevant policies and procedures, to ensure performance meets set targets/key performance indicators to support the School in the delivery of a first-class service.

Analysis and Reporting
- Extract data from multiple sources, check its integrity and produce reports for use by management.
- Process complex data and apply technical knowledge when conducting root cause analysis to identify solutions to complex requests from stakeholders from across the School.
- Liaise with stakeholders to prepare quality, timely & accurate reports to inform review, planning and decision-making.

Collaboration
- Develop and enhance strong relationships with relevant stakeholders to ensure good understanding of their requirements and that advice/service delivered meets and exceeds their needs.
- Represent the team to colleagues, stakeholders and cross-School groups, enabling cross-department working, spotting and initiating opportunities to collaborate for best business solutions.

Project Management
- Lead on the delivery of projects in own area of specialism, or act as an expert resource to or manage a work stream in a large/complex project, to ensure successful delivery to quality standards and timeframes.

Process Improvement
- Research best practice in own area of expertise, and review and analyse detailed business models to support senior management in developing and improving policies, processes and systems relevant to a specialist area.

Change Management

- Champion change by role modelling the behaviour expected from all colleagues, and consider the impact of change on all processes, systems and people to ensure appropriate steps are taken for successful implementation.
- Consult with and advise the business on change programmes and initiatives, influencing stakeholders so they become advocates for the change and support its successful implementation.

KPIs:

- Delivery of best in class service in area of specialism on timely and accurate basis.
- Production of high-quality information, with concise, action-orientated analysis to support management decision-making.
- Development of solutions and improvements to challenges within own arena of speciality
- Positive contribution to the development of policies, processes and systems.
- Projects delivered on time, on budget and to quality standards.
- Strong cross-team working relationships with key stakeholders.
- Positive feedback from colleagues and stakeholders.

Knowledge/Qualifications/Skills/Experience required

- Bachelor's degree or equivalent experience.
- Professional qualification or equivalent experience.
- Advanced Excel/Power BI skillsets with the ability to build complex models or tools.
- Knowledge of the TechnologyOne Reporting Suite is advantageous but not essential
- Solid experience in data management/analytics within finance
- Knowledge of accounting concepts and a solid understanding of financial analysis terminology and best practices alongside good commercial acumen
- Keen eye for detail and an ability to sift through large data sets to extract meaningful information
- Ability to prioritise and focus on material issues.
- Ability to manage multiple internal and external stakeholders.
- A problem solver with exceptional communication skills – able to simplify technical concepts for non-tech stakeholders and to engage a variety of audiences.
- Sound working knowledge of policies, regulations and legislation in area of specialism.

Resources including team management

None

Staff	None
Budgets	None

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