

# JOB DESCRIPTION

<b>Job Title</b>	<b>Finance Analyst (Management Accountant)</b>		
<b>Reports to</b>	<b>Head of Management Accounting</b>		
<b>Department</b>	<b>Finance</b>		
<b>Job Family</b>	<b>Business 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, Financial Planning Analysis plays a key role delivering change and supporting planning to achieve the School's strategy over the medium term (5 years to 2028/2029) and longer term (to 2034/35). 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 the delivery of budgeting, forecasting, planning and management reporting activities for assigned business areas. A key member of a collaborative FP&A team, the Finance Analyst provides accurate, timely and relevant financial information to enable informed decision-making. The role supports business partnering, contributes to monthly and year-end processes, and maintains financial models and analysis. This includes:

- Being recognised as a trusted partner to the business and first line of contact for supported areas financial issues and questions.
- Develop understanding of business areas drivers and key issues.
- Positively represent the finance department with business partners and colleagues.
- Deliver accurate, concise and timely outputs for Budget, Forecast and Monthly reporting, including management information and key variance analysis & commentary to inform decision making.
- Provide support to the business area in the
- Support annual accounts and other processes as needed and requested by FP&A senior management
- Provide analytical and business case support for new developments and undertake other ad hoc work as required.
- Any other duties as assigned by your line manager

### Key Stakeholders:

- Senior leadership within supported departments (Associate/Deputy Deans, Directors, Senior Management Teams)
- FP&A team
- Members of the Finance department
- Budget holders and departmental managers
- Internal and external auditors

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

### Business Partnering

- Support the Head of Management Accounting, in acting as the primary finance contact for allocated business area
- Provide high-quality, customer-focused financial guidance and respond to day-to-day queries.
- 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 robustly challenged and clearly understood.
- Meet regularly with partners to understand their business issues, drivers and plans.

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

- Support the preparation and updating of monthly management packs, forecast packs and budget submissions.
- Ensure all month- and year-end processes are completed accurately and on time in line with published timetables.
- Prepare headcount templates, track changes and process salary journals where necessary.
- Prepare revenue journals, supporting schedules and reconciliations.
- Support the completion of the monthly accounting schedules
- Compile reporting of project expenditure (OPEX and CAPEX) where applicable.
- Conduct the initial review of all management packs to ensure all reconcile and highlight variances

### **Reporting and Analysis**

- Assist in preparation of high-quality financial reports, dashboards and analysis to support monthly management accounts, quarterly reviews and year-end processes.
- Produce insight-driven variance analysis, including bridges, waterfalls and scenario modelling.
- Maintain, improve and run core financial models to support planning, budgeting and forecasting.
- Provide analysis of headcount, resourcing and activity-based costing to support operational planning.
- Flag risks, deviations from targets and required corrective actions early.

### **Delivery and Support**

- Respond to finance-related queries from stakeholders with clarity, professionalism and subject-matter expertise.
- Apply accounting and analytical skills to deliver budgeting, forecasting and financial management in line with FP&A processes.
- Resolve day-to-day issues and provide a first-class service to all stakeholders.
- Provide training and support on financial systems, processes and analytical techniques.

### **Collaboration**

- Support the Head of Management Accounting in delivering a full business partnering service.
- Work collaboratively with fellow analysts across FP&A to ensure resilience, cross-training, knowledge sharing and consistency of standards.
- Engage with Finance colleagues across procurement, accounts receivable, accounts payable and financial reporting to support joined-up service delivery.

- Participate in cross-School initiatives where financial analysis and insight are required.

### **Financial Management**

- Support budget holders in monitoring and managing budgets, ensuring accurate completion of financial processes and clear understanding of financial performance.
- Ensure financial plans and forecasts reflect current business activity and strategic priorities.
- Challenge and validate key decisions, assumptions and business cases.

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

- Professional qualification (part-qualified or equivalent experience).
- Strong communication skills with the ability to engage stakeholders at all levels.
- Excellent analytical and problem solving skills.
- Ability to manage multiple internal and external stakeholders
- Ability to prioritise and focus on material issues
- Advanced IT skills essential, specifically: Excel and ideally TechnologyOne
- Ability to produce effective financial and non-financial management reports, analyses and recommendations
- Strong attention to detail and the ability to deliver high-quality outputs to agreed timescales.

<b>Staff</b>	<b>nil</b>
<b>Budgets</b>	<b>nil</b>
<b>Date Updated</b>	<b>April 2026</b>

