

JOB DESCRIPTION

Job Title	Senior Finance Analyst		
Reports to	Senior Finance Manager		
Department	Finance – Financial Planning and Analysis		
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

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 (to 2031/32). 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 assigned departments (Information Technology, Innovation and Transformation). Key member of a communal customer focused FP&A team. This includes:

- Being a 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.
- PBF weekly/monthly/quarterly reporting (covering latest financial position, highlighting risks and opportunities).
- Support the 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.
- Any other ad hoc projects as required by line manager

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 (Chief Technology Officer, Director IT Delivery Capability, Senior Associate Dean - Innovation and Transformation)
- FP&A team
- Members of the Accounts department

Key Areas of accountability and Key Performance Indicators (KPIs)

Key areas of accountability:

Business Partnering

- Act as the primary finance contact for supported area (Information Technology, Innovation and Transformation).
- 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

- Preparation of the Finance Business Partnering pack on a monthly basis and for each forecast and budget, and present to key stakeholders.

- Ensure all month end, quarter end and year end processes are completed according to the timetables
- Ensure variances are reported for fortnightly overs and unders.
- Ensure Technology and Project sheets are maintained on a monthly and quarterly basis supporting any variances analysis as needed
- Support Innovation and Transformation in management of their operational and project costs and ensure spend is tracked against funding.
- Support departments on year-end process (accruals/prepayments) and facilitate audit queries where they arise.
- Ensure all capital reporting is completed in accordance with policies and procedures.

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.
- 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 Technology and Project sheets are updated/run accurately and frequently.
- Producing accurate quarterly capital forecasts.
- Feeding into the finance systems project

Knowledge/Qualifications/Skills/Experience required

- Bachelor's degree or equivalent experience
- Membership of the appropriate professional body – PQ/finalist (ACA/ACCA/CIMA other)
- 3+ years experience in FP&A/Finance business partnering/commercial finance
- Ideal prior experience from academia
- Excellent analytical and problem solving skills.
- Advanced IT skills essential, specifically: Advanced Excel (pivot tables/vlookup/hlookup/sumif) and ideally Sun and Vision. Automation skills would be a benefit.
- Excellent communication skills with the ability to engage a variety of audiences including senior management.
- Ability to prioritise and focus on material issues

- Experience of establishing good control and reconciliation environments
- Ability to produce effective financial and non-financial management reports, analyses and recommendations

Resources including team management

N/A

Staff	None
Budgets	None
Date Updated	17.10.22