

JOB DESCRIPTION

Job Title	Finance Analyst, Degree Education and Career Centre		
Reports to	Finance Manager, Degree Education and Career Centre		
Department	Operations - Accounts/Procurement		
Job Family	Business Services	Level	2

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 2020/21) and longer term (to 2026/27). 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 areas Accounts issues and questions.
- Develop understanding of business areas drivers and key issues.
- Positively represent the Accounts department with business partners and colleagues.
- Deliver for Plan, Budget, Forecast and Monthly accurate, concise and timely outputs including management information and requested analysis to inform decision making.
- 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.

In particular, this role involves supporting business partnering for the DECC department and all DECC finance related matters,

Key Stakeholders:

- Associate Dean, DECC
- DECC senior management team
- FP&A team
- Members of the Accounts department

Key Areas of accountability and Key Performance Indicators (KPIs)

Key areas of accountability:

Business Partnering

- Support the Finance manager, DECC in acting as the primary finance contact for DECC
- Support the provision of a 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 required month/ year end processes are completed according to the timetable.
- Preparation of headcount templates and tracking
- Preparation of revenue journals
- Support the preparation of the ACP schedules
- Conduct the initial review of all management packs to ensure all reconcile and highlight variances
- Contribute to overs and unders as appropriate.

Reporting and Analysis

- Assist with the delivery of timely quarterly management accounts and Balanced Scorecard reports that are accurate, variances are explained and actions are proposed in support of business improvements.
- Assist with the preparation of other relevant financial reports and analysis.
- Assist in the delivery of a budget review service to Executive Education including with financial review meetings.
- Assist with the preparation of annual and five year budgets, quarterly forecasts and reporting.
- 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.

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
- Assist with writing and implementing policies and procedures.
- Develop relationships with key Budget Holders/Managers within Degree Education and other areas of the School
- Any other duties as assigned by your line manager
- Champion change by role modelling the behaviour expected from all colleagues, and follow through on new activities or actions brought about change to help support its successful implementation.

KPIs:

- Delivery of high-quality service in area of specialism.
- Area/team compliance with necessary regulations/processes.
- Production of high-quality reports, with the identification of trends and issues.
- Timely and robust onboarding of contractors.
- Projects delivered on time, on budget and to quality standards and targets.
- Development of relationships within and outside the team, and positive feedback from colleagues.
- Improvements to processes and procedures in own area of specialism.
- Up-to-date and accurate financial information for own service area.

Knowledge/Qualifications/Skills/Experience required	
	<ul style="list-style-type: none"> • Bachelor's degree or equivalent experience. • This may be supported by a specialist qualification. • May be working towards relevant professional qualification. • Good communication skills and the ability to break down technical issues and explain them in layman's terms. • Experience of using software related to own area of specialism to extract, analyse and report on data. • Good project management skills. • Excellent organisational skills and meticulous attention to detail. • Strong analytical and problem solving skills. • Positive experience of working within a customer-services orientated environment. • Budget management experience

Staff	
Budgets	
Date Updated	