

JOB DESCRIPTION

Job Title	Senior Finance Analyst (Management Accountant), Digital Learning, Library & LBS Online		
Reports to	Senior Finance Manager		
Department	Finance – Financial Planning & 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 includes a range of areas which are essential to the School's strategic and operational running and meeting statutory, funder and regulatory obligations and transformation including foundational aspects of the five year plan.

Finance plays a key role delivering transformation and sustainability and the School Five Year Plan, the planning work to achieve the School's strategy over the medium term 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.
- A comprehensive management information and business partner service to the School's senior management.
- 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, Office for Students ("OFS") 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 high-quality, timely financial management information to school departments, and to take a leading role in areas of departmental expertise. To support the delivery of the School's annual plans and the specific objectives of the Finance department. Provide management accounting support for the designated departments. Serve as a key member of a collaborative, customer-focused FP&A team. This includes:

- Being recognised as a trusted partner to the business and first line of contact for supported areas on financial issues and questions.
- Develop understanding of business areas drivers and key issues.
- Positively represent the Finance department with business partners and colleagues.
- Adhering to all reporting timetables and deliverables for the FP&A team.
- Provide a management information service covering Plan, Budget, Forecast and monthly reports which are accurate, concise and timely including maintaining relevant financial models and records, and requested analysis to inform effective decision making.
- Provide support to the business area in the delivery of the School Plan, Budget and quarterly forecast.
- Maintain the relevant financial models and innovate new templates and processes to improve ways of working.
- Support the department in the management and reporting of project expenditure (both OPEX and CAPEX).
- Support annual accounts and other processes as needed and requested by FP&A senior management
- Provide analytical support for new developments and undertake other ad hoc work as required.
- Provide support to other business areas within the school as required.
- Any other ad hoc projects as required by line manager.

This role involves taking a lead business partnering in area of specialism for relevant departments and all finance related matters for the department, including completion and review of project documentation.

Key Stakeholders:

- Executive Director, Digital Learning
- Senior Management Team
- FP&A team
- Other members of the Finance department (Accounts Receivable & Financial Reporting)

Key Areas of accountability and Key Performance Indicators (KPIs)

Key areas of accountability:

Business Partnering

- Act as the primary finance contact for supported area (Digital Learning).
- Provide 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 monthly/quarterly reporting pack for each forecast and budget and distribute to key stakeholders.
- Ensure all month end, quarter end and year end processes are completed according to the timetables
- Ensure monthly variances are investigated and forecast variances identified and presented for inclusion in overs and unders.
- Ensure Learning Innovation Project sheet is maintained on a monthly and quarterly basis supporting any variances analysis as needed.
- Support Learning Innovation in management of their income and operational costs and ensure clarity at a course iteration level.
- 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.

Delivery and Support

- Respond to requests providing high quality advice and guidance on all aspects of finance from stakeholders and senior stakeholders within Learning Innovation, providing specialist advice to deliver the information and/or understanding they require and provide an excellent service.
- Draft and develop standard materials, working to a clear brief, for use in the provision of an effective and efficient support service.
- Apply accounting and financial expertise across a range of different areas to deliver budgeting, forecasting and financial management in line with the Finance department processes, escalating queries or tasks if outside own technical knowledge and/or standard procedure for own area.
- Resolve operational day-to-day issues referred from across the School, ensuring an efficient and first-class service is extended to all stakeholders.
- Provide training to colleagues or stakeholders on an area of specialism to upskill and educate others in the business support services provided.

Analysis and Reporting

- Independently prepare in a timely manner the financial reporting for Operational costs for monthly management accounting, Quarterly Business Reviews and Year End reporting.
- Conduct the initial review of all operational financial reporting to:
 - ensure reconciliation
 - provide clear analysis and insight on variances in support of the department's decision-making process
- Key reporting and analysis deliverables include, but not limited to:

- Management of the month end position and quarter-end forecasting templates
- Reconciliation and forward forecast of the departmental headcount and resourcing.
- Delivery of the bridge and waterfall analysis for month-end and quarter-end reporting
- Management of the course level P&L's to ensure alignment between the departments operational reporting and the finance ledger.
- Manage the monthly reporting of project expenditure (OPEX and CAPEX).
- Ensure all required month/year end processes are completed according to the timetable.
- Issue financial information to key stakeholders in a timely manner and initiate contact to ensure any identified discrepancies are appropriately investigated.

Collaboration

- Support the Senior Finance Manager in to provide a full finance business partner service to the department.
- Collaborate closely with other Analysts within the Operations Directorate (Estates and Campus Services, Technology and Innovation & Transformation Office) to provide resilience.
- Collaborate closely with team members and other departments across the School to enable cross department working, to raise FP&A's profile, and to drive consistency of approach/standards through the wider School, thereby enabling effective service delivery.
- Provide recurring monthly financial reporting and transactional data, and meet regularly with stakeholders to understand their business issues, drivers and plans.
- Lead monthly headcount meetings with People Team and the department to understand resource movements.
- Support the department in their project reporting.

Financial Management

- Support Budget Holders in monitoring and reviewing their budgets within the Learning Innovation to ensure the accurate completion of standard financial processes within budget and the provision of up-to-date information to support decision making.
- Ensure key decisions and assumptions underlying finance plans/budgets/forecasts/business cases have been properly challenged.

Process Improvement

- Monitor processes, systems and practices within area of specialism, plan and carry out regular reviews to identify opportunities for improvement in light of changing needs, feedback and/or current best practice thinking; follow through on improvements once agreed.
- Proactively review relevant processes and systems within own area of work and make suggestions to improve efficiency whilst creating and accurate process notes.

KPIs:

- High-quality support service provided to all stakeholders.
- Delivery of high-quality service in budgeting, forecasting and financial management.
- Ensure compliance of financial data with necessary financial statutory requirements.
- Production of high-quality reports, with the insight on variances.
- Timely and quality delivery of all budgets/forecast and year-end deliverables.
- 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.

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Knowledge/Qualifications/Skills/Experience required	
<ul style="list-style-type: none">• Membership of the appropriate professional body – PQ/finalist (ACA/ACCA/CIMA other)• 3+ years experience in FP&A/Finance business partnering/commercial finance• Good communication skills and the ability to break down technical issues and explain them in non-finance colleagues.• Ability to produce effective financial and non-financial management reports, analysis and recommendations.• Experience of using financial software to extract, analyse and report on data.• Good time management skills with the ability to organise and prioritise.• Excellent Excel skills.• Excellent organisational skills and meticulous attention to detail.• Experience of establishing good control and reconciliation environments.• Strong analytical and problem solving skills.• Positive experience of working within a customer-services orientated environment.• TechOne experience is desirable but not essential.	

Staff	Nil
Budgets	-
Date updated	September 2025