

JOB DESCRIPTION

Job Title	Senior Finance Analyst, Executive Education - Open		
Reports to	Finance Manager, Executive Education		
Department	Operations – Accounts/Procurement		
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

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 2019/20) and longer term (to 2025/26). 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 provide support and assistance to the Finance Manager, Exec Ed in producing quality, timely financial management information to the School; co-ordinate the month, quarter and year end Exec Ed management reporting processes, and take a leading role in improving and developing Exec Ed management information. This includes:

- Being recognised as a valued member of the Exec Ed finance team
- Adhering to all reporting timetables and reporting inventories for the FP&A team
- Delivering a consolidated School-wide management information service covering Plan, Budget, Forecast and Monthly management information processes ensuring accurate and timely outputs
- Providing support to the Exec Ed team and Exec Ed commercial finance team in the delivery of the School Plan and Budget and quarterly forecast
- Maintaining the relevant financial models to provide accurate information for Exec Ed senior management to inform effective decision-making.
- Providing support on new developments and undertaking other ad hoc work as required

Key Stakeholders:

- Exec Ed Senior Management
- Director, Finance
- Director, FP&A
- FP&A business partners
- Members of the Accounts department

Key Areas of accountability and Key Performance Indicators (KPIs)

Key areas of accountability:

Business Partnering

- Support Finance Manager in providing a full financial business partnering service to the Executive Education department

Budgeting and Forecasting

- Management of all financial operations for Executive Education Open Programmes and department overheads.
- Work closely with the Finance Manager in delivering high quality plans, budgets and forecasts.
- Preparation of accurate budgets and forecasts, loaded within deadlines set by the Central Accounts team. Identifying savings where possible for an efficient provision of quality services.
- Management of the portfolio of Corporate Open clients.
- Effective engagement and agreement with budget holders, making sure that all the monthly reports are accurate and provided on time
- Support the Finance Manager in obtaining agreement to actions that help to ensure that financial targets are achieved and quality/ excellence is maintained.

Month / Year End

- Lead the month/year end close, including preparing and managing the month-end pack, to be reviewed by the Finance Manager. Ensure reports in the management pack are accurate and completed on time.
- Providing effective budget management and business partner service to Executive Education teams. Key finance contact for budget holders and senior managers.
- Deliver timely monthly reports that are accurate, variances are explained and actions are proposed in support of business improvements.
- Monitor reporting structures to ensure appropriate and up to date.
- Process management and improvement, including ad-hoc projects to deliver efficient ways of working (eg. automation of discounts, new PO system)
- Lead on delivering a budget review service to Executive Education including quarterly/annual financial review meetings.
- Support the Finance Manager in delivering effective resource (staff) budget management and decision support and monitoring
- Effective management and filing of accounting records and documents (paper and electronic), ensuring that audit and statutory requirements are met.

Other

- Manage relevant elements of the internal control framework to ensure that effective controls are maintained.
- Proactively assist Finance Manager in preparation of annual published accounts and annual audit.
- Preparation of writing, agreeing, communicating and monitoring financial policies and procedure.
- Any other duties as assigned by the Finance Manager or Director, FP&A

Knowledge/Qualifications/Skills/Experience required	
	<ul style="list-style-type: none"> • Bachelor's degree or equivalent experience • Professional Qualification of equivalent experience • Excellent communication skills with the ability to engage a variety of audiences. • Excellent analytical and problem solving skills. • Ability to manage multiple internal and external stakeholders • Ability to prioritise and focus on material issues • Experience of establishing good control and reconciliation environments • Advanced IT skills essential, specifically: Excel and ideally Sun and Vision • Ability to produce effective financial and non-financial management reports, analyses and recommendations

Staff	
Budgets	
Date Updated	