

JOB DESCRIPTION

Job Title	Associate Director FP&A		
Reports to	Head of FP&A		
Department	Finance		
Job Family	Business Services	Level	5

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 aims to be a *“trusted partner providing expert guidance, critical controls and processes, meaningful insight and challenge to support effective decision-making, empowering the School to achieve its long-term goals”*.

The spectrum of finance and procurement activities undertaken by the c.40 people in the Finance department includes: finance processes operations, finance systems operations, management and statutory reporting, controls and compliance, tax, business partnering with business units to delivery their plans, funding and banking negotiations and operations, and procurement leadership and governance for the School and its subsidiaries.

In order to fulfil its vision of *“Finance pro-actively partners with stakeholders to achieve the School’s vision”* the finance department is embarking on a significant transformation including new operating model, revised organisational structure, improved and new processes and upgraded systems. The Head of FP&A will support the CFO and Treasurer in this transformation.

Job Purpose

The Associate Director FP&A is the senior business partner for Operations at LBS and a key member of the senior team within Finance. Responsibilities include:

- ensuring accurate, timely and informative cyclical reporting by the team (including monthly budget holder reports, capex reports management accounts, and related KPIs);
- management of the relationship with Director-level stakeholders (including understanding and ensuring their needs are met, periodic review of reporting outputs to maximise value and impact resolving issues using influencing skills to leverage the business partnering relationships to improve compliance with School policies and gain buy-in and support from stakeholders on new initiatives or processes);
- team management (including management and motivation of the team, in particular ensuring succession planning, clear delegation with appropriate responsibility and support, ensuring the team is trained on an ongoing basis and receives appropriate coaching and developmental opportunities for progression and cascading and filtering information about the School and department's priorities, both strategic and short-term).

The Associate Director FP&A will also support the Head of FP&A and CFO as required with ad-hoc projects and initiatives, support the delivery of both strategic and tactical initiatives to improve the use of technology as required and be a driving force in process and reporting improvement in anticipation of the introduction of new finance systems.

Key Areas of accountability and Key Performance Indicators (KPIs)

Key areas of accountability:

Strategy and Planning

- Contribute to the development of a vision/strategy for a department /division to enable the realisation of the London Business School vision.
- Develop and lead the implementation of plans for an area/department to support the achievement of wider departmental/organisational goals.
- Lead the development of Key Performance Indicators to support the assessment of the quality and efficiency of service delivery.

Partnering and Service Delivery

- Partner with relevant area to understand their strategic goals and provide subject matter expertise to support and facilitate effective decision-making.
- Provide technical guidance and recommendations as a subject matter expert in order to support the resolution of the most complex issues from all stakeholders, and develop precedents to improve service delivery within own specialist area.

- Provide professional advice and guidance to senior management, sharing expertise and information to support effective decision-making.
- Using business partnering relationships to improve compliance with School policies and gain buy-in and support from stakeholders on new initiatives or processes

Analysis and Reporting

- Analyse key themes from a wide range of data sources in order to identify issues and how different scenarios may impact upon London Business School and the delivery of its services.
- Produce reports, or oversee the production of reports in own area of specialism, to be used by senior management in the decision-making process.
- Oversee School-wide capex portfolio and governance process, and be the finance lead on the most significant projects

Compliance

- Lead the creation of policies and procedures for own area and help embed them across the School.
- Quality-assure the drafting of key policy documents to ensure full compliance with internal/external rules, regulations and legislation governing the delivery of business services and/or business/academic education.

Supplier/Contractor Management

- Oversee the tendering process to select contracts for the delivery of services, and provide ongoing oversight to, and engagement with large suppliers/contractors to ensure the School gets maximum value for money.

Collaboration and Relationship Management

- Develop and manage ongoing relationships with key stakeholders to identify and deliver solutions that benefit all parties across London Business School.
- Establish networks across organisational peer groups and outside of London Business School to gather and share information to ensure that professional services are delivered in line with industry best practice.
- Take the lead on and/or represent the area/department in cross-departmental initiatives to enable London Business School to better meet its strategic goals.

Project Management

- May manage projects in own area of specialism, or contribute to cross-School projects, providing subject matter expertise to help achieve project objectives.
- Provide subject matter expertise to strategic, complex and/or high-impact projects to support their successful delivery.

Financial Management

- Contribute to the development of budgets for the department.
- Lead the control of relevant budgets to ensure well planned, value for money and cost control.

Process Improvement

- Use management information to recommend new/enhanced policies to support business improvement.
- Contribute to the development of new/enhanced policies, processes, solutions and systems, and lead on the implementation of improvements in a defined area of Business Services.

People Management

- Please read the people management accountabilities section at the start of this Job Family document, and refer to the most appropriate level based on team size or level.
- Coaching and development of team, particularly development of analytical and business partnering skills

Change Management

- Champion change by role-modelling the behaviour expected from all colleagues, develop and communicate plans to ensure change is successfully implemented within own division/ department.
- Partner with the business to identify opportunities for positive, service enhancing change, and develop strategies to ensure the change is successfully implemented and the benefits are realised.

KPIs:

- Well defined, clearly communicated and executed strategies and/or plans for area of work.
- Trusted adviser relationships developed with key stakeholders.
- Excellent stakeholder feedback.
- Development of high-quality policies and processes.
- Smooth operation of reporting cycle in own area producing highly-accurate data which informs decision-making.
- Contribution to cross-School initiatives.
- Projects delivered on time, on budget and to quality standards.
- Accurate budgets developed, no overspend and value for money demonstrated.
- Contribution to continuous improvement in School rankings.
- High-quality work delivered by contractors and agencies.

Knowledge/Qualifications/Skills/Experience required

- Bachelor's degree or equivalent experience.
- Accounting qualification, at least 5 years PQE
- Proven experience in business partnering at a senior level
- Experience of defining and implementing financial process models and ensuring effective financial controls
- Excellent communication skills with the ability to engage a variety of audiences
- Significant experience of software related to own area of specialism, with the ability to build basic models and tools
- Sound working knowledge of policies, regulations and legislation in area of specialism
- Excellent analytical and problem-solving skills
- Ability to manage multiple internal and external stakeholders
- Ability to prioritise and focus on material issues
- In-depth knowledge of business education / specialist area
- Experience of leading projects
- Experience in effectively managing external suppliers / contractors
- Financial management experience and commercial acumen
- Line management experience and coaching and development of a team

Staff	3
Budgets	n/a
Date Updated	November 2020