

## **JOB DESCRIPTION**

**Job Title:** Financial Planning & Analysis Analyst

**Grade:** SG8

**Department:** Financial Management Information

**Responsible to:** Head of FP&A

**Responsible for:** n/a

**Key Contacts:**

- Deputy Finance Director
- Financial, Planning & Analysis Team
- Senior Finance Business Partners
- Directorate of Strategic Planning
- Oracle Product Team

**Non-Contractual Nature of Role Profile:** This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

### **PURPOSE OF ROLE**

This is a data driven and technical role, providing and enabling expert analytical analysis to enable UoG's leadership team to understand and interpret financial data to inform business strategies and decision making by getting the most out of our financial systems. The role will be responsible for leading financial fee modelling across the University, supporting internal month-end management account reporting and variance analysis, supporting colleagues with the EPM system, and providing analysis across a range of projects.

The post holder will be the University subject matter lead on financial modelling for student tuition fees. They will have an interest in system and process improvement, with a focus on internal financial reporting systems. The role holder will have a strong business partnering mindset exemplifying excellent service delivery and be uncompromising on quality.

## **KEY ACCOUNTABILITIES**

### **Tuition Fee Modelling and Forecasting**

- Maintaining and improving the fees model, and posting the monthly income deferrals to provide high quality fee income reporting
- Leading the usage of, and supporting continuous improvements to, the Student Number Planning system fee engine
- Producing the forecast for tuition fees for UoG

### **EPM System Champion:**

- Support and champion the Oracle cloud-based platform and associated best practises across the Finance Directorate; and Faculties and Directorates
- Ownership and promotion of up-to-date documentation, training materials and reference information for financial processes within the system (such as forecast and budget cycles)
- Supporting the Head of FP&A with financial analysis; continuous improvement of outputs; adapting to changing requirements; improvement to financial models and work processes; enhancements to reporting platforms.

### **Commercial Analysis, Benchmarking and Insight**

- Financial strategic thinking, planning and insights to support the business plan and priorities underpinning the university financial strategy, sustainability, and performance including ad-hoc reporting and analysis.
- Proactively seeking out areas for analysis and deep dives within our financial information.
- Continuously identifying new and innovative approaches which enhance stakeholder experience whilst meeting University needs. Present constructive challenge to traditional ways of working where scope for improvement in processes is identified.
- Providing support on statutory data returns
- Assisting in the budgeting and forecasting cycles

### **Managing Self:**

- Develop and exhibit excellent organisational, planning and time management skills.
- Display logical thinking with creative problem-solving.
- Excellent communication and negotiation skills.
- Able to build positive, collaborative relationships with a variety of stakeholders at various levels of seniority.
- Ability to work well with others and to provide leadership to a variety of internal and external stakeholders.

- Maintain a relevant and in-depth understanding of the University, the HE sector and industry trends and practise.

### **Core Requirements:**

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

### **Additional Requirements:**

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the FP&A Team delivers the required level of service.

### **KEY PERFORMANCE INDICATORS:**

- Accurate and timely fee information outputs
- Efficient user of finance systems to enter and output key data
- Up-to-date documentation, training materials and reference information for financial processes within the system
- Be viewed as a trusted advisor for insights and a key enabler to effective institutional decision making
- Continuous improvement plan in place to enhance service and processes.

### **KEY RELATIONSHIPS (Internal & External):**

- Head of FP&A
- Deputy Finance Director
- Financial, Planning & Analysis Team
- Senior Finance Business Partners
- Directorate of Strategic Planning

## **PERSON SPECIFICATION**

### **EXPERIENCE:**

#### **Essential Criteria**

- Extensive experience building and maintaining financial models
- Extensive experience with financial reporting tools and with building and maintaining complex reporting outputs

#### **Desirable Criteria**

- Experience of working within Higher Education
- Experience of working with multi-stream income modelling
- Experience of involvement in development or implementation of financial systems
- Experience of using Oracle Systems
- Leading people or processes

### **SKILLS:**

#### **Essential Criteria**

- Demonstrable financial, commercial and, business acumen including strong interpersonal skills, excellent analytical skills
- Excellent interpersonal skills with the ability to constructively challenge and support colleagues to ensure delivery of best value for the University whilst adopting a customer focused approach
- Comfortable dealing with ambiguity and developing solutions in an agile and flexible way – operating in both detail where necessary and summarising at a high level for communication to senior stakeholders
- Able to prioritise, organise and deliver a complex and changing workload under pressure

### **QUALIFICATIONS:**

#### **Essential Criteria**

- A CCAB qualified accountant (ACA, ACCA, CIMA, etc) with up-to-date knowledge and relevant management accounting experience

### **PERSONAL ATTRIBUTES:**

#### **Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.
- An interest in financial systems and leading others to get the most out of them