



**JOB DESCRIPTION**

<b>Job Title:</b>	Financial & Performance Analyst	<b>Grade:</b>	SG7
<b>Department:</b>	Finance Directorate	<b>Date of Job Evaluation:</b>	01/07/22
<b>Role reports to:</b>	Senior Financial Planning & Analyst		
<b>Direct Reports</b>	None		
<b>Indirect Reports:</b>			
<b>Other Key contacts:</b>	Finance team senior leadership; Head of Management Accounts and the Management Accounts team; Financial Reporting and Compliance team; budget holders at all levels around the University; finance colleagues; Planning and Statistics team.		
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:**

The Financial & Performance Analyst post supports the Financial Planning & Analysis Manager and plays a key role supporting the work of the Management Accounts team, in particular the student number fee analysis, cost analysis, the management accounts reporting, and the budget process.

**KEY ACCOUNTABILITIES:**

Leadership and Management:

- Engaging and advising Business partners on performance through proactive analysis of results.
- Project lead on creating programme costing approach working collaboratively with both internal and external stakeholders.
- Lead on explaining budget/forecast/ modelling approach.
- Co-ordinating and managing responses on performance probing and testing logic and evidence to support rationale.
- Support continuous improvement, suggesting and implementing improvements to systems and processes.
- Communicate effectively with stakeholders at all levels regarding financial performance, management accounts and costing. This includes the ability to summarise and present information effectively, writing clear reports, and designing effective outputs on these matters.
- Investigate and resolve challenges which may arise from mentioned reporting.
- Role model University values and standards within the CFO team

Operational:

- Analysing and improving course costings across the university.

- Responsible for preparing elements of the monthly management accounts including liaison with finance colleagues for the latest updates, analytical reporting and preparing the first draft of any papers.
- Forecasting student tuition fee income, both in year and in future years, analysing large volumes of data and working closely with the Planning and Statistics team.
- Maintaining and updating the budget and forecast spreadsheets for the university, co-ordinating the collection of inputs from across the finance team, reconciling versions, updating the CFO and ADF on key movements. Maintaining a detailed, evidenced workings file, and preparing summary and presentational data for committees.
- Any other reporting requirements as they arise during the financial year.

Technical:

- Work closely with Finance and Planning teams to ensure integrity of student number and tuition fee modelling outputs, including scenario modelling.
- Analysis of high volumes of student data and delivery of key insights.
- Reconciliation of complex data sets.
- Construction of scenario-based forecasts.

**Core Requirements**

- Adhere to and promote the University's Equality and Diversity policies.
- Ensure compliance with Health & Safety regulations.
- 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.

**KEY PERFORMANCE INDICATORS:**

- New programme costing model including supporting documentation and processes to support accurate and timely updates.
- Costing analysis, management accounts, tuition fee and budget deliverables achieved on time.
- Conclusions presented clearly and engagingly as appropriate to the audience.
- Process improvements and efficiencies identified and deployed.

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

- Finance Senior Leadership Team
- Management Accounts Team
- Finance & PAS team colleagues
- Finance Officers, Faculty Operating Officers, Heads of Directorates, other senior management and budget holders within the University.

## PERSON SPECIFICATION

<b>Essential</b>	<b>Desirable</b>
<p data-bbox="135 197 316 230"><b>Experience</b></p> <ul data-bbox="183 275 646 499" style="list-style-type: none"><li data-bbox="183 275 646 376">• Proven financial and/or management accounting experience.</li><li data-bbox="183 387 646 499">• Report writing for general audiences at all levels of seniority.</li></ul> <p data-bbox="135 539 226 573"><b>Skills</b></p> <ul data-bbox="183 618 782 1227" style="list-style-type: none"><li data-bbox="183 618 782 685">• Understanding of financial modelling.</li><li data-bbox="183 696 782 763">• Willingness to understand source data and data models.</li><li data-bbox="183 775 782 842">• Excellent analytical &amp; problem solving skills.</li><li data-bbox="183 853 782 965">• High level of computer literacy (incl. considerable Microsoft Excel expertise at advanced level).</li><li data-bbox="183 976 782 1043">• Advanced communication and report writing skills</li><li data-bbox="183 1055 782 1088">• Efficient and organised approach</li><li data-bbox="183 1099 782 1133">• Good initiative and problem solving skills</li><li data-bbox="183 1144 782 1189">• Ability to meet deadlines</li><li data-bbox="183 1200 782 1227">• A customer oriented approach</li></ul> <p data-bbox="135 1267 360 1301"><b>Qualifications</b></p> <ul data-bbox="183 1312 762 1346" style="list-style-type: none"><li data-bbox="183 1312 762 1346">• Part or fully qualified accountant</li></ul> <p data-bbox="135 1386 448 1420"><b>Personal attributes</b></p> <ul data-bbox="183 1431 754 1644" style="list-style-type: none"><li data-bbox="183 1431 754 1644">• We are looking for people who can help us deliver the <a href="#">values</a> of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity</li></ul>	<p data-bbox="812 197 992 230"><b>Experience</b></p> <ul data-bbox="860 275 1390 387" style="list-style-type: none"><li data-bbox="860 275 1390 387">• Proven UK HE financial and/or management accounting experience.</li></ul> <p data-bbox="812 539 903 573"><b>Skills</b></p> <ul data-bbox="860 618 1433 685" style="list-style-type: none"><li data-bbox="860 618 1433 685">• Knowledge of UK HE finance and regulatory framework.</li></ul> <p data-bbox="812 1211 1034 1245"><b>Qualifications</b></p> <ul data-bbox="860 1256 1430 1323" style="list-style-type: none"><li data-bbox="860 1256 1430 1323">• Honours degree from recognised UK University</li></ul>