

JOB DESCRIPTION

Job Title:	Commercial Analyst	Grade:	SG8
Department:	Finance	Date of Job Evaluation:	June 2022
Role reports to:	Finance, Planning & Analysis Manager		
Direct Reports			
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.			

Job Purpose:

This role will provide expert analytical analysis to enable UoG's leadership team to understand and interpret financial data to inform business strategies and decision making. The role will be responsible for ensuring commercial decisions are taken that will positively impact the financial sustainability of the University. Leading on the financial due diligence of international and UK partnerships, pricing decisions and development of costing models. The role will need to be the University subject matter expert on financial modelling. The role holder will have a strong business partnering mindset exemplifying excellent service delivery, uncompromising on quality. A forward-looking outlook that proactively provides decision support, and critical friend approach to advice and support Faculty and Directorate financial decisions. Excellent commercial acumen and filter to know when to escalate financial concerns.

Key Responsibilities:

Insightful Commercial Analysis and Reporting

- Financial due diligence and commercial advice for new partnerships and commercial ventures both UK based and international, including report writing and representation on partnership reviews.
- Responsible for setting a framework for reviewing and supporting pricing decisions (i.e. tuition fees and halls and catering income) including the production of pricing tools and ongoing training and support
- 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.
- Supporting the FP&A manager with financial analysis; improving quality of outputs; adapting to changed requirements; improvement to financial models and work processes; enhancement to reporting platforms; maintain currency of financial procedural manual.
- Responsible for creating and maintaining a suite of appropriate decision-making reports, costing models and pricing tools for use by the wider team on all new ventures or strategic initiatives.
- Maintain a relevant and in-depth understanding of the University, the HE sector and industry trends and practise.

Leadership & Team development

- Lead by example and contribute to creating an inclusive and diverse environment, be a role model and set expectations for others to follow by embodying excellent service delivery and uncompromising quality.
- Act as the key conduit between Finance and the wider University, supporting in many areas of commercial decision-making including profitability and pricing models.

- Own the relationship with the Partnership sub-strategy lead including being the Finance advisor
- Take on roles and responsibilities across within the Finance Directorate that will display leadership qualities e.g. become Technical leadership champion for an area of Finance
- Actively supporting CFO transformation programme and engaging the team in activities that embrace the values of collaboration, inclusivity, and collaboration. Supporting the on-going embedding of new ways of working to maximise the use of the new cloud-based platform across the Finance Directorate

Benchmarking and best practice

- Continuously identifying new and innovative pricing and costing 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.
- Proactively engage with peer networks to benchmark the performance of the service against other UK Universities, identifying ways to achieve better overall value outcomes for the University.
- Support and champion the adoption of the Oracle cloud-based platform and associated best practises across the Finance Directorate and Faculties and Directorates
- Work collaboratively with Finance and Faculty / Directorate senior leadership teams to enhance EPM's capability for scenario planning etc.

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.
- Ability to work well with others and to provide leadership to a variety of internal and external stakeholders.

Key Performance Indicators

- Costing and pricing models in agreed with complete documentation
- Been viewed as a trusted advisor for insights and a key enabler to effective institutional decision making
- Delivery to the team agreed standards/principles and KPIs
- Continuous improvement plan in place to enhance service and processes.

Additional Requirements:

The post holder will have access to a range of sensitive and key University systems, it is therefore essential that they demonstrate a high level of professional integrity and discretion. Any other duties appropriate to the post and grade.

Key Relationships (Internal and External)

- Deputy Finance Director
- Financial, Planning & Analysis Team
- Senior Finance Business Partners
- Directorate of Planning & Statistics

PERSON SPECIFICATION

Essential	Desirable
<p>Experience:</p> <ul style="list-style-type: none"> • Extensive experience building and maintaining financial models • Extensive experience with financial reporting tools and with building and maintaining complex models and reports • A CAAB qualified accountant (ACA, ACCA, CIMA, etc) with up-to-date knowledge and relevant management accounting experience <p>Skills</p> <ul style="list-style-type: none"> • 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 • Able to operate both at detail level and the summarise into clear, impactful insightful analysis for quick and informed decision making at senior manager level • Excellent verbal and written communication skills including report writing and presentation skills. Ability to communicate complex information clearly and straightforwardly • Comfortable dealing with ambiguity and developing solutions in an agile and flexible way • Able to prioritise, organise and deliver a complex and changing workload under pressure to tight deadlines, without constant supervision • Change agent, leading on improvement initiatives across different stakeholder groups • We are looking for people who can help us deliver the values of the University of Greenwich: Collaboration, Inclusivity, Impactful 	<p>Experience:</p> <ul style="list-style-type: none"> • Experience of working within Higher Education • Pricing and costing modelling • Oracle EPM Cloud experience • Leading people or processes • Educated to degree level