



Job Description`

Post Title	Finance Analyst
Team	Finance
Reports to	TBC

Purpose of the Role

To be a trusted member the finance team providing comprehensive financial support. Working with the Finance Business Partner team, Financial Planning and Analysis Team and Financial Accounting Team, to ensure that the business has robust financial information to support effective decision making. Continue to provide support and insight in an accurate and timely way, being a sounding board to new initiatives.

Key Accountabilities and Responsibilities

- Supporting month-end financial analysis for our Programme wide budgets – for example staffing, delivery partner resourcing, design partner
- Producing financial analysis to support improved financial performance and decision making at all organisational levels.
- Maintenance of the budget holder reports using Power BI to ensure accurate and timely financial reporting to stakeholders.
- Maintain an up-to-date and relevant chart of accounts to manage finances effectively.
- Support with the preparation and internal communication of the quarterly Forecast and annual Budget as part of the Delivery Authorities agreed reporting cycle.
- Support with the preparation of quarterly Forecast and annual Budget templates.
- Support the finance team with Month-end and Year-end Accounts and audit processes.
- Identify areas where we can automate and simplify processes and co-ordinate the changes needed and work with our Data & Digital colleagues to put recommended changes in place.
- Maintaining, organising and collating essential key financial documentation including process maps
- Be an active member of the finance community, contributing to the continuous improvement and added value of the finance function.
- Interface with wider DA finance teams to ensure an efficient and effective finance service.

Key Stakeholders and Relationships

- Support the Finance Business Partnering team, Financial Planning & Analysis team and Financial Accounting team.
- Working with other corporate areas such as Commercial and Procurement
- This role has no direct reports.

Qualifications, Skills and Experience

Essential

- Strong numeracy and analytical skills, highly proficient in Excel.
- Part Qualified of a Chartered Accountancy qualification; AAT, ACCA, CIMA, CIPFA, ICAEW or ICAS.



- Demonstrable knowledge and experience of variance and budgetary analysis.
- Ability to demonstrate strong system skills: Office 365 and finance systems.
- Strong organisational skills and ability to prioritise to meet deadlines.
- Agile and flexible approach to work, with experience of working in an unstructured and everchanging environment

Desirable

- Ability to demonstrate system skills; Power BI and other reporting tools.
- Experience of using Oracle Finance System and making recommendations for automation to improve ways of working.