

JOB DESCRIPTION AND PERSON SPECIFICATION

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| Job Title: Senior Finance Analyst | Accountable to: Head of Financial Planning & Performance Measurement | |
| Contract Length: Permanent | Hours per week/FTE: 35 Hours | Weeks per year: 52 |
| Salary: £49,534 - £66,451 | Grade: 6 | |
| College/Service: Central Finance | Location: Granary Square – Kings Cross | |

Purpose

This is an exciting time to join UAL finance, as we look to strengthen our planning and performance analysis function, to support the successful implementation of UAL's new 10 year strategy.

This Senior Finance Analyst position is a key role in central finance, managing and analysing University-wide financial management information to develop reports and support strategic decision-making. This work covers a wide range of topics, including future year financial planning, in-year management accounts, regular Board reports on expenditure and forecasts, cash flow projections, scenario planning, external reporting and ad-hoc projects. You will have the opportunity to work across each of these areas, developing skills and knowledge, and contributing to the team's continuous improvement efforts.

You will be an expert finance professional, comfortable working with large amounts of data, extracting key information, and presenting this in an accessible way for a non-finance audience. You will also have excellent attention to detail, being capable of reconciling information from multiple sources, and ensuring the underlying data for our reports remains solid.

You will be a strong communicator, capable of engaging with the Associate Director of Finance, Finance Director, and Chief Operating Officer to discuss your reports, analysis and planning models. You will also be a good team player, developing relationships with our network of finance business partners and college finance teams- working with them on our core budgeting, forecasting and reporting processes, and troubleshooting any issues in a positive and collaborative manner.

We are a friendly and welcoming team, with varied skills and experiences from multiple different backgrounds. We actively support individual personal and professional development throughout the finance function, and would work with the job holder to identify development opportunities within the role.

Key Responsibilities

Strategic direction and leadership

- Actively contribute to the strategic direction of the University's approach to budgeting, forecasting and reporting.
- Propose changes and improvements to the University's overall budget framework.
- Lead on key, substantial projects as and when required. Manage the project from inception to completion and ensure key stakeholders are engaged as necessary.
- Coach and support other team members- sharing knowledge to support their development.

Budgeting and Accountability

- To support the head of team and finance leadership group in the preparation of financial plans and budgets that allocate financial resources efficiently in support of the University's strategy.
- To actively contribute to the design and development of the financial planning process.

Collaborate with other teams in the university (planning, academic enterprise, colleges) to ensure integration with broader annual planning cycles.

- To actively manage processes to ensure the annual and in-year budgeting activity is transparent and accountable, in line with agreed approach and delivered to the set timetable.
- Work collaboratively with business partners and college finance teams on any issues around the budget process, providing training and other guidance where necessary.
- To prepare transparent reports on budget and forecast as required for the Governors Finance Committee and Executive Board
- Support the development of longer terms strategic financial plans, including capital and revenue spend along with metrics for measurement and a reporting framework.

Financial Reporting and Analysis

- Design and develop suitable business models, scenario planning, and sensitivity analysis to enable multi-year budgeting and to support strategic decision making
- Contribute to the development of a performance management framework for the Finance Strategy and the financial aspects of other University wide strategic plans
- Work with the head of team and other areas of finance to develop the university's medium-term cashflow forecasting model, to ensure we maintain sufficient cash balances while we manage the profile of our income and expenditure
- Produce strategic financial information for Executive Board and Directors of Service in line with the timetable for reporting, including preparing the monthly Management Accounts pack, forecast and budget reports. Ensure data quality and accuracy ahead of Director-level clearance and presentation to the Leadership team. Liaise with University colleagues to support the ongoing development of the pack and integrate other relevant management information.
- Ensure the University has an effective framework of financial data to meet internal and external reporting requirements, liaising with colleagues where necessary to ensure this framework remains fit for purpose.
- Maintain a continuous focus on the integrity and accuracy of data sets which will underpin the ability to produce high quality financial reports- escalating any issues to the head of team and wider finance leadership group as necessary
- Support the development and maintenance of the University wide management accounting structure to meet the needs of the University governance structure
- Ensure year-end procedures and schedules are completed and assist in the preparation of the University's statutory accounts.

Statutory Financial Returns

- Prepare and evaluate the annual 5 year forecast for the Office for Students, explaining the risk and opportunities in our plans, and ensuring consistency with our internal multi-year planning and analysis models
- Work with other team members to ensure the timely and accurate delivery of the annual TRAC return, providing cover and support as necessary

General

- Develop and maintain finance networks across the University to progress and improve standards of financial management and information for decision making. To work with staff from other areas of finance and other departments of the University and its subsidiaries, including liaison with members of academic and administrative staff in the Constituent colleges.
- Provide a highly effective service that supports and encompasses quality procedures and

processes and provide professional input to networks across the University.

- To provide a customer focused service to both internal and external users of financial and management accounts, budget reports and planning exercises.

Work within the University's policies and in particular:

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality diversity and inclusion in your work
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.

Key Working Relationships:

- Managers within Finance
- All staff within the Finance Business Support Team (Finance Business Partners & Financial Accounting).
- Other Budget Managers/Business Partners across UAL (eg, College Finance teams)
- Payroll Managers/staff within HR Systems team
- University Executive Board, Secretariat and central Strategy, Governance & Risk teams
- All staff within Central Finance
- University wide Finance and other staff as appropriate
- Staff within associated companies and subsidiaries as appropriate
- External customers and suppliers as appropriate

Specific Management Responsibilities

Budgets: N/A

Staff: TBC dependent on wider team structure, but this role is likely to include line management of other more junior analyst roles in future.

Other (e.g. accommodation; equipment): N/A

Signed Andrew Button
(Recruiting Manager)

Date of last review April 2023

HERA No: 001948

Job Title: Senior Finance Analyst G6

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.

| Person Specification | |
|--|---|
| Specialist Knowledge/Qualifications | First Degree or equivalent Professional accounting qualification, namely ACA, CIPFA ACCA, CIMA, (or equivalent) |
| Relevant Experience | Experience of working with large data sets ability to write and develop financial reports using excel at an advanced standard Experience of designing financial reports, and developing financial models to support organisation wide planning and analysis Experience of working in a fast moving financial environment, working to key milestones and delivering comprehensive results to tight deadlines |
| Communication Skills | Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way |
| Leadership and Management | Actively contributes to the success of the team, develops junior staff and sets a positive example for others |
| Professional Practice | Contributes to advancing professional practice/research or scholarly activity in own area of specialism |
| Planning and managing resources | Plans, prioritises and manages resources effectively to achieve long term objectives |
| Teamwork | Works collaboratively in a team and where appropriate across or with different professional groups |
| Student experience or customer service | Builds and maintains positive relationships with students or customers |
| Creativity, Innovation and Problem Solving | Suggests practical solutions to new or unique problems |