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| **Role title:** | Finance Analyst | **Responsible to:** | Accounting & Financial Reporting Manager |
| **Division:** | Finance | **Department:** | Financial Accounting and Compliance |
| **Direct Reports and Level:** | No direct reports | **Scope:** | Global |
| **Scale:** | No direct reports or budget control |
| **Regulated Function(s) Held:** | No |
| **Evaluation Level** | Implement 2 | **Role Family** | Group Corporate Functions |

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| **Overall Role Purpose** |
| The Finance Analyst will participate in the management of the internal reporting, detailed business analysis, performance management and the operational planning/forecasting cycle to improve the financial performance of MPS Group. The role will be working closely with the Finance Business Partners whilst being a key part of the Accounting & Financial Reporting Team. |

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| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| **Operational**   * Carrying out financial and data analysis alongside compiling reports for various business purposes including:   ⮚ Monitoring and managing the financial performance of the business  ⮚ Month end and Quarterly Business Review (‘QBR’) announcements   * Ensuring the content of reports/analysis is timely, accurate, complete and based on reasonable assumptions whilst providing a true and insightful picture of performance together with associated risks and opportunities * Developing strong relationships across Finance and wider business community and managing stakeholders to ensure smooth delivery of outputs * Communicating and liaising with colleagues in order to understand and investigate financial performance and developing opportunities * Gathering, validating and compiling quantitative and qualitative information from multiple internal and external sources * Preparing plans, forecasts and reports on a regular or ad hoc basis to meet the needs of internal stakeholders, within agreed timescales, notably the Head of Performance & Planning * Contributing to a wide variety of projects and initiatives including strategic reviews, change initiatives and corporate transactions. | * Reports/analysis delivered within defined timescales * Stakeholder feedback * Delivery of Projects to plan * Divisional Plan delivery Vs Plan * Delivery of analysis for QBR within defined timescales |

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| **Financial**   * Support the production of metrics from organisational data sources to inform business decisions and actions which result in a measurable improvement in business performance and trends * Manage all Group annual budget tasks in accordance with policy and ensure valid business justifications are provided in line with business requirements * Ensure that all spend is managed within organisation policy reporting on variance to budget to the Finance Leadership Group | * Executive reporting delivery to plan * Operational performance vs plan |
| **Member**   * Monitor emerging finance risks and issues arising from business activities which fail to deliver appropriate and consistent outcomes for members, or which are likely to have a material adverse effect on the Group. * Provide support to the Finance division to ensure fair treatment and outcomes for colleagues and the organisation ensuring compliance with associated policies. | * Net promoter score * Policy compliance audit results |
| **People**   * Take personal accountability for own training, competence, performance and engagement of self and colleagues ensuring clarity on own accountabilities and comply with all governance, policy standards and processes. * Take an active role in promoting a more inclusive environment, which aligns with our commitment to celebrate and promote diversity. | * Delivery of Personal Development Plan to plan * One-to-one / performance review meetings * Feedback from team and stakeholders |
| **Risk**   * Contribute to an environment where all colleagues in Finance recognise the importance of risk identification and risk management * Identify and report risks and issues identified within Finance, and across MPS, to enable resolution and mitigation of potential impact on MPS, members and colleagues * Comply with applicable professional ethical guidance, external regulation and all relevant internal policy and procedures, including those relating to Health & Safety, Data Protection and IT Security. | * Risk & Control Self- Assessments * Audit actions |

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| **Responsibilities (RACI)** | |
| * Working with the Group Financial Controller, the Performance and Planning Team and other key members of the Finance division, to improve and develop internal reporting. * Supporting the delivery of ad-hoc, Management Information to assist business leaders to make informed decisions. * Working with the Performance and Planning Team, and other stakeholders, to assist in the development of the budget process, including use of dedicated software. * Hands on support to the Finance Business Partners and operational Finance Teams to ensure transactions are correctly and appropriately treated as well as accurately recorded. * Provide support to the financial year end process, liaising with stakeholders within the external audit team and the wider business, where appropriate. * Working with the wider Finance division to ensure that reporting requirements, both internally and externally, and deadlines are met. * Undertaking other duties and tasks that from time–to-time may be allocated to the role holder that are appropriate to the level or role. | |
| **Key Governance Responsibilities** | |
| * Support the delivery of performance-related information for inclusion in reporting packs to the Finance Management Oversight Committee, the Executive Committee and to the Management Oversight Committee. | |
| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking | Leading Self |
| Building Capability in Self and Others | Leading Self |
| Influencing Others | Leading Self |
| Collaborating for Results | Leading Self |
| Leading Self and Others | Leading Self |
| Commercial and Risk Thinking | Leading Others |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * Qualified ACCA, CIMA, ACA, or an appropriate degree. | * Highly numerate * Excellent attention to detail * Excellent written communication skills * Good I.T. skills including a strong working knowledge of Word, Excel, Outlook and Powerpoint. * Advanced Excel; including VBA * Strong analytical skills * Strong inter-personal skills * Excellent presentation skills to accommodate various stakeholders. | * Working in a similar role as part of a finance team is essential * Understanding of performance metrics and P&L disclosures * Preparation of regular management accounts including identification and resolution of accounting transaction queries * Previous experience of input into budget process * Working with non-financial stakeholders in a business * Involvement in systems and/or processes improvement. |
| **Desirable** | * Operating within a service industry |  | * Use of financial planning software to deliver internal management information * Involvement in external audit * Use of Unit4 Financials |