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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
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| **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
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| **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
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| **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.
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| **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.
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| **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.
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| **Desirable** | * Operating within a service industry
 |  | * Use of financial planning software to deliver internal management information
* Involvement in external audit
* Use of Unit4 Financials
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