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| **Job Title** | Finance Analyst - FP&A |
| **School / Service** | Finance |
| **Grade and Salary Range** | Starting from £44,577 per annum, pro rata, inclusive of London Weighting |
| **Location and Hybrid working status** | Docklands Campus |
| **Reporting to** | Financial Planning Accountant |
| **Liaison with** | Deans and Directors of services, Finance senior leadership team, other members of the Financial Management team, other budget holders, regulatory bodies, Strategic Planning team |
| **Contract type** | Permanent, full time |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**THE DEPARTMENT**

The Financial Management team is responsible for:

* Monthly income and expenditure reporting to both budget holders and the senior executive, and ultimately the Board and its committees.
* Advice, support, and training for budget holders on managing their financial performance.
* Budgeting and forecasting the in-year income and expenditure and longer-term forecasts for regulatory purposes.
* Regulatory returns including the Annual Financial Return and liaison with regulatory and statutory bodies such as the OfS, ESFA and the DfE where required.
* Commercial support for budget holders and the senior executive including costings for new courses and partnerships, wider business cases for new initiatives, advice on financial terms within agreements and contracts, and financial due diligence on current and prospective partners.
* Maintenance of processes and reporting structures and reports within finance systems relating to management reporting*.*

**JOB PURPOSE**

This role is responsible forthe delivery of the Financial Management team departmental responsibilities set out above:

* Supporting the Financial Planning Accountant in the budgeting and forecasting process, to include forecasting tuition fee income and other income and expenditure over five years.
* Contribute to creating the budget templates and forecast templates.
* Aid the Senior Finance Managers in analytical duties where required.
* Commercial analysis of new business cases and degree programmes and other proposed activity.
* Helping with the production of both statutory (Ofs, TRAC, etc.) and ad hoc financial returns.
* Support the Financial Planning Accountant in ensuring that monthly income and expenditure reports, budgets, and forecasts, and returns, are timely, accurate and robust.

**KEY DUTIES AND RESPONSIBILITIES**

**Income and Expenditure (I&E) Reporting:**

* Post Tuition Fee income from SITS into the finance system as part of the month-end process and reconcile the two applications.
* Post Tuition Fee deferrals as part of the month-end process.
* Produce an analysis of the university tuition fee income investigating the root cause of its variances to the relative budget and forecast. Present the findings of this analysis both in a written commentary and monthly meetings with relevant stakeholders.
* Aid the Month End reporting to the Associate Director. This include creating a streamline reporting pack to UEB.
* Highlight any ongoing concerns to the Financial Planning Accountant and discuss required actions.

**Budgeting and Forecasting:**

* Contribute to the calculation of the tuition fee income budget and forecast working closely with the Strategic Planning team and ensuring good communication.
* Contribute to the calculation of the payroll cost budget and forecast working closely with the Senior Financial Managers and ensuring good communication.
* Make effective use of budgeting systems and tools to ensure robust and accurate budgets and forecasts.
* Contribute to creating the budget templates and forecast templates.
* Aid the Senior Finance Managers in analytical duties where required.
* Produce any required commentaries, reports, and analysis for the Financial Planning Accountant.

**Regulatory Returns:**

* Support the preparation of the university regulatory returns including the OfS Annual Financial Return, TRAC Return, and DfE audit.
* Support the production of regulatory returns owned outside of Finance but requiring financial input including HE-BCI, EMR, the A&PP and A&PP Monitoring Return.
* Respond to ad hoc queries from external auditors or government bodies concerning the data submitted.

**Commercial Support:**

* Evaluate financial viability and performance of new business cases and academic courses according to university’s criteria.
* Agree timetables for delivery of financial inputs to new proposals and ad hoc analysis with stakeholders and resource appropriately, discussing any concerns about specific proposals and analysis with the Financial Planning Accountant.
* Provide bespoke advice to stakeholders for non-standard proposals and analysis, seeking advice from the Financial Planning Accountant where necessary.
* Monitor existing arrangements ensuring that they are reviewed regularly post-implementation, including through repeat partnership due diligences.

**Other:**

* Keep abreast of HE sector developments including regulatory pronouncements and sector media.
* Contribute fully to the wider Financial Management team.
* Act as an ambassador for the wider Finance function, ensure that other finance department heads are aware of and are resolving any issues that come to light.
* Other duties as required.

 **PERSON SPECIFICATION**

**KNOWLEDGE, SKILLS AND EXPERIENCE**

**Essential**

* Experience of management accounting and financial budgeting and forecasting.
* Experience of working with complex datasets and producing useful analysis.
* Ability to calculate contribution and net profit of a business case or project.
* Ability to evaluate the financial viability of a business case or project.
* Experience in analysing complex problems with limited readily available data, attention to detail.

**Desirable**

* Experience in the higher education sector or at least other regulated not-for-profit or charity.

**COMPETENCIES REQUIRED**

* Ability to handle multiple deadlines and pressure.
* Experience in working as part of a team and coordinating effectively with other team members.
* Ability to communicate complex messages in a clear and concise way to a varied audience.
* Experience in building and maintaining networks with department heads and directors outside of finance.
* Ability to negotiate with and influence peers.
* Ability to see things from the customer’s perspective and deliver solutions accordingly.
* Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment.

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

* Part-qualified Accountant

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So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!