

# Housing 21

<b>Job Title</b>	Finance Analyst
<b>Business Stream / Department</b>	Finance and Treasury
<b>Reports to</b>	Business Accountant – New Business
<b>Direct (and Indirect) Reports</b>	No
<b>Travel</b>	Occasional

<b>Job Purpose</b>
<p>To provide a professional management accounting and financial support service to relevant business divisions, directorates and/or functions.</p> <p>To provide the relevant divisions, directorates/functions with any relevant financial management information, support required for effective operational oversight and decision-making e.g. in regard to profitability, debt management, KPIs, capex, investment options, contract management, supplier management.</p> <p>The job holder will make sure that they fully understand and fulfil their responsibilities in respect of Health &amp; Safety, Diversity &amp; Inclusion and Data Protection at all times.</p> <p>This profile is not exhaustive and other activities at a similar level may need to be carried out.</p>

<b>Key Accountabilities</b>	
1.	Assist in the production of accurate and timely monthly management accounts, reconciliations and other management information. Along with associated analysis and explanation of the underlying business drivers for the relevant budget holders (e.g. P&L, balance sheet, cash flow, financial compliance/controls, key driver metrics, KPIs).
2.	Assist relevant budget holders in the production of their annual budget submissions and quarterly forecast submissions, ensuring they are accurate and in accordance with wider business targets and using appropriate assumptions. Also ensuring the budget submissions are in accordance with relevant timelines and submission criteria.
3.	Preparation of month end journals and performing monthly reviews, ensuring they are accurate, reasonable and completed in accordance with relevant timelines and submission criteria. Assisting in the collective responsibility in ensuring appropriate financial processes, controls and safeguards are implemented, operating effectively and continuously improved.
4.	Assist in the preparation, review and/or challenge of business options being proposed by the divisions/directorates/functions.

## Key Accountabilities

5.	Provide excellent customer service and assist in delivering financial support, insight, business partnering and challenge. Both proactively and in response to the divisions', directorates' and/or functions' requirements.
6.	Assist in the coordination of and liaison with wider Finance teams in ensuring they provide an excellent service to relevant divisions, directorates and/or functions.
7.	Assisting in the collective responsibility in ensuring appropriate financial processes, controls and safeguards are implemented, operating effectively and continuously improved.
8.	Collaborating with wider Finance teams in ensuring source transaction postings to the accounts are accurate, timely and efficient.
9.	Assist on the preparation and submission of regulatory, statutory and contractual data returns.
10.	Assist on the preparation of information required for audit purposes.

## Knowledge and Experience

Double entry accounting and basic balance sheet management.	Essential
Complex financial systems with numerous interfaces from feeder systems.	Desirable
Financial controls and safeguards.	Desirable
Budgeting and forecasting activities.	Desirable

## Skills and Behaviours

Clear and professional report writing for non-finance readers, particularly in presenting financial information using Excel, Word and PowerPoint.
Excellent Excel and data manipulation skills.
Ability to understand the impact of business decisions on finances.
Ability to explain complex issues simply to stakeholders.
Excellent interpersonal and communication skills, resulting in building of excellent relationships and trust.
Ability to be self-motivated, inquisitive and proactive in setting own work agenda and prioritising accordingly.
Ability to work collaboratively and effectively with non-professional finance colleagues.
Flexibility to undertake wide range of roles / responsibilities and always willing to learn new skills.

## Qualifications and Training

Working towards AAT qualification and relevant experience.	Essential
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