

Job Description

Job Title:	Senior Commercial Finance Analyst
Group:	Finance
Dept/Project/Service:	Commercial Finance
Reports to:	UK Commercial Finance Lead
Responsible for:	N/a
Usual office base:	Reading
Grade:	4

Job Purpose:

To provide commercial support to the UK portfolio. This will cover provision of insightful financial performance information, creating an environment within the business of financial understanding and sustainability. This role is a key support to the UK Commercial Finance Lead to help drive the business to meet the financial model.

Job Objectives:

1. Provision of commercial support to UK-based budget holders and managers in the delivery of their in-year and longer-term financial objectives. Assisting with internal and external financial reporting as required
2. Use business data provided by the finance function and analysts pertaining to all commercial activities to provide challenge and support to the UK management teams to drive financial returns and ongoing efficiencies into the business. Specifically, perform a challenge and support role to budget holders
3. Support in the provision of visibility on the financial performance of contracts in the short, medium and long term. Ensure that where appropriate activities meet or improve on budget, cost, volume and efficiency targets and Key Performance Indicators in line with business objectives

4. Provide advice and guidance to budget holders on best practice financial commercial standards to maximise contract margins across the portfolio, balancing delivery imperatives
5. Consult and review contract budgeting/forecasting projections with budget holders, providing point of contact for challenge, clarification, and analysis and advice on areas of risk/opportunity within contract financial performance. Support the delivery of financial goals and ensure they are within required business and contract priorities
6. Identify, report and monitor financial risks across the UK business, identifying mitigating actions to bring back to budget targets
7. Support the approach to increase stakeholder knowledge and understanding of the financial consequences of decisions throughout the business, improving commercial awareness through the delivery of briefings and training
8. Provide support to Commercial Finance Analysts where appropriate
9. Produce ad hoc financial reports as requested by the Finance Management Team and budget holders
10. Carry out other such activities to support the Commercial Finance Team

Scope:

The postholder will work closely with the UK business leads, supporting to advise and challenge the financial and commercial performance of the portfolio. The postholder will need to be flexible in approach to working patterns and environments, with a requirement to travel to support Education Development Trust's operations

Person Specification:

Knowledge

Essential:

- » Qualified Accountant
- » Excellent knowledge of financial management systems and how to use them in providing insight to financial decision making
- » Ability to model operational scenarios in an intelligent financial manner

Experience

Essential:

- » Experience of building relationships and supporting non-finance professionals
- » Demonstrable and significant front end financial experience dealing with non-finance professionals
- » Impressive and successful track record and skills/experience gained within a similar position(s), at a similar level, or role building towards this one
- » Demonstrable experience of challenging internal stakeholders on financial targets and identifying improvement plans
- » Proven experience in ability to lead, influence and communicate with others
- » A track record of achievement within a high pressured, results orientated role

Desirable:

- » Education sector experience

Skills

Essential:

- » Credible and confident communicator (written and verbal) at all levels with the ability to establish strong relationships with senior stakeholders and business leaders
- » Negotiating and influencing skills to impact key commercial decisions
- » Highly numerate with strong analytical and problem-solving ability
- » Ability to work collaboratively with others to provide a high quality service
- » Hands-on approach, with a 'can-do' attitude
- » Excellent attention to detail, with the ability to work accurately in a busy and demanding environment
- » Excellent IT skills e.g. Microsoft Office (Word, Excel, PowerPoint and Outlook)

Competency Band: 3

Key competencies for the role:

Our Values	Key Competency 1	Key Competency 2
------------	------------------	------------------

Excellence – creating and leading success	Delivering excellent service	Creating value
Integrity – supporting and building trust	Building respect	Communicating with impact and empathy
Accountability – delivering and improving	Delivering commercial outcomes	Continually improving
Collaboration – engaging and partnering	Engaging others to achieve goals	Influencing and negotiating

Job Family: Finance/ Commercial

Education Development Trust is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and for applicable roles, successful candidates are subject to relevant criminal record checks with national police authorities or the UK’s Disclosure & Barring Service.

Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we may request information from relevant job applicants’ previous employers about any findings of sexual misconduct, including harassment, during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.