

Job description

Job title:	Commercial Finance Analyst
Group:	Finance & Corporate Services
Dept/Project/Service:	Commercial Finance
Reports to:	UK Commercial Finance Lead
Responsible for:	N/A
Usual office base:	Reading
Grade:	7

Job purpose:

To support the UK Commercial Finance Lead and the Senior Commercial Finance Analyst in providing financial and commercial support and advice to the UK business and central areas.

Job objectives:

1. Preparation of annual budget and reforecasts in liaison with the Senior Commercial Finance Analyst and budget holders to ensure income and expenditure is profiled in accordance with the delivery plans and group level objectives. Provide challenge and support to budget holders as required.
2. Production of the summary monthly reporting pack and supporting narrative ensuring accurate information is fed into the Consolidated Management Accounts. Liaise with budget holders to ensure narratives are accurate and complete, highlighting key risks and mitigating actions to key stakeholders.
3. Review of the detailed monthly Management Accounts to ensure accuracy, completeness and consistency with Ed Dev Trust policies and procedures. Work with the budget holders to identify risks and opportunities. Provide guidance on technical queries to ensure correct accounting treatment is understood and followed, ensuring correct income recognition policies are adhered to.
4. Prepare accurate and timely detailed monthly management accounts to compare actual performance against budget. Highlight any areas of concern to the budget holder and ensure updated narratives are provided with any mitigating actions.
5. Ensure correct balances for deferred and accrued income and regularly review the accruals commitment to ensure accuracy. Liaise with operational teams to ensure the self-service element of Business World is used correctly and ensure regular housekeeping is performed.

6. Provide training to budget holders in finance processes ensuring procedures are fully understood and followed.
7. Regularly liaise with the Financial Accounting team to ensure the correct balance sheet position is shown in the accounts. Investigate any discrepancies and ensure sufficient justification is available to support the balances.
8. Ensure invoices are prepared in a timely manner and that all recoverable costs are billed promptly. Support the process to ensure cashflow is reviewed and maintained.
9. Produce timely client reporting as requested, ensuring information is accurate and complete.
10. Ensure knowledge and processes within individual projects are documented to facilitate effective cover for periods of leave and to facilitate an efficient hand over of projects.
11. Assist in the year-end audit preparations.
12. Produce ad hoc financial reports as requested by the Finance Management Team and budget holders.
13. Carry out other such activities to support the Commercial Finance Team.

Scope:

The current Finance structure has two Commercial Financial Analyst roles supporting all UK business and central areas. Each Commercial Financial Analyst will be assigned the lead for one or more area. Depending on the area(s) assigned, the role-holder will have operational dotted lines into the area(s) they are supporting, including the Schools Lead Business Manager, the FP&A Manager and Careers (including European Social Fund), Strategic Growth and UK Contracts budget holders and programme leads. The area(s) that are assigned are subject to change based on business need and resource availability.

Some travel to Ed Dev Trust's school and office sites in the UK is anticipated.

Person specification:**Knowledge****Essential:**

- A thorough understanding of accounting concepts
- AAT qualified or studying towards a professional qualification - ACCA, CIMA

Desirable:

- Understanding of how to drill into a report on key operational drivers behind financial performance
- Experience of investigating variances and dealing with any queries

- Able to model financial outcomes based on operational knowledge

Experience

Essential:

- Experience in preparing detailed budgets and management accounts for projects or business units.
- Experience of being proactive in identifying areas of concern or requiring further investigation.

Desirable:

- Previous experience of Business World.

Skills

Essential:

- IT literate including MS Office.
- Ability to work to tight deadlines in a pressurised environment and prioritise workloads effectively.
- A methodical and accurate approach to work with strong attention to detail.
- Flexibility to manage the reporting for a portfolio of projects and the ability to develop a quick and thorough understanding of new projects/ business areas.
- A strong team player.
- Excellent communication skills.

Competency Band: 4

Key Competencies for the role:

Our Values	Key Competency 1	Key Competency 2
Excellence - Creating and Leading Success	Creating and innovating	Responding to change
Integrity - Supporting and Building Trust	Upholding principles and values	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 applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.