

# Financial Modelling Analyst

## Job Specification

Date created: August 2022

### JOB DESCRIPTION

Employment status:	Permanent, full time
Hours:	Full time hours at UCEM are 35 per week, Monday to Friday 9.00 a.m. to 5.00 p.m.
Location flexibility:	The place of work for this role is <b>Horizons based</b> , with the majority of your working week spent at our office in Reading (minimum 3 days per week) with the remainder at your home within the UK* (you may work more in the office should you wish) <i>*Please note working at home is only possible if your environment meets certain conditions – see our Future Ways of Working at UCEM document</i>
Department:	Principal's Office (Finance)
Line manager:	Chris Tarry, Supervisor – Systems Accountant/Analyst

### Role summary

The primary purpose of this role is to support the Executive Director, Finance by providing the Executive Team and Senior Leadership Team with the analysis and information required to inform major operational, financial, and strategic decisions. Overall, the aim is to support the Institution towards profitability and long-term success and as part of this, you will help to transform the overarching strategy into a long-range plan with annual operating and capital budgets. With the use of financial modelling, you will support the Executive Director, Finance by forecasting operating and profitability performance and setting and reviewing targets.

You will support all financial operations of UCEM and support the Institution's financial planning/forecasting processes. You will be responsible for identifying and providing data on the financial performance of the Institution as well as identifying possible risks. Working closely with the team, you must be able to make appropriate decisions in the best interests of the Institution.

### Role accountabilities and responsibilities

#### Management information

- Support the implementation of the new planning system (Anaplan).
- Help drive the financial planning of the Institution by analysing its performance and risks.
- Assist in the development and standardisation of project costing templates and review progress against plans.
- Assist in all aspects of financial planning, forecasting, and analytics, including annual planning, P&L forecast, cash flow forecasts, and central department budgets.
- Prepare insightful analysis to key stakeholders.
- Support the business with ad hoc projects as a trusted adviser.
- Provide critical insight on business trends and strategic initiatives.
- Maintain an up-to-date knowledge of reporting and changes in legislation and practice.
- Ensure all budget holders and senior management have access to accurate, timely and relevant management information.

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- Develop key performance indicators to enable the performance of the Institution to be measured effectively.
- Support the OfS (Office for Students) finance return requirements.
- Assist and support other financial systems.

## Business support

- Provide ad-hoc reports, appraisals, data, analysis, advice and commentary as required to help inform decisions and strategies to support funding and grant applications.
- Offer professional judgement on financial matters and advising on ways of improving business performance (increasing income and reducing costs).

## General

- Provide support and cover to other members of the Finance Team at peak times.
- Prepare information and data for the papers for the Quarterly Finance Committee and Board papers as required by the Executive Director, Finance.
- Undertake other duties of similar nature which fall within the scope of the post which may be required from time to time.

Line management responsibility:	NONE
Budget responsibility:	NO
<u>In this role you will liaise with:</u> Budget holders; departmental managers; Executive Team; Senior Leadership Team; other internal colleagues; external auditors; finance software suppliers	

## PERSON SPECIFICATION

Assessment Criteria: A = Application I = Interview T = Test

X denotes both essential and desirable requirements plus how these will be assessed

Qualifications and training	Essential	Desirable	A	I	T
GCSE Maths and English Language Grade C or 4 or above	X		X		
Further education level qualifications		X	X		
Degree level qualification		X	X		
Professional accounting qualification (CIMA, ACCA or ACA)		X	X		
<i>Please be aware that as part of onboarding processes, we will seek original documentary evidence of the relevant academic and/or professional qualifications which you include within your job application</i>					
Previous experience	Essential	Desirable	A	I	T
Undertaken a Financial Planning & Analysis role or a role with similar duties and responsibilities	X		X	X	
Personable, with experience of explaining budgeted accounts to non-financial budget holders		X	X	X	
Anaplan implementation or maintaining system		X	X	X	

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Experience within the same or similar sector		X	X		
<b>Skills, knowledge, and aptitudes</b>	<b>Essential</b>	<b>Desirable</b>	<b>A</b>	<b>I</b>	<b>T</b>
Strong analytical capabilities and exceptional financial modelling and analysis skills	X		X	X	
Knowledge of charity SORP accounts, and technical accounting knowledge		X	X	X	
Good knowledge of management accounting practices	X			X	
Sound understanding of the Balance Sheet, Income Statement and Cash Flow		X	X	X	
Strong computer skills, including the use of Microsoft Office products, particularly Excel	X		X	X	X
Understanding of modern management information systems		X		X	
Knowledge of Agresso financial software		X	X	X	
Office for Students experience		X	X		
Analytical ability and a logical approach	X			X	
Strong organisational and time-management skills	X			X	
Accuracy and attention to detail	X		X	X	
Good oral and written communication skills	X		X	X	
Able to explain technical financial information clearly to non-financial colleagues	X		X	X	
Able to work effectively as part of a team	X		X	X	
Honesty and discretion	X		X	X	
<b>Other requirements or special requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>A</b>	<b>I</b>	<b>T</b>
Alignment to the UCEM core values of Passion, Integrity, Excellence and Support; all employees are expected to demonstrate our values at work: <a href="https://www.ucem.ac.uk/core-values/">https://www.ucem.ac.uk/core-values/</a>	X			X	X
Commitment to delivering positive outcomes for our students; we want our students to be successful	X			X	
You must be prepared to undertake compulsory online training should you be appointed; this includes Data Protection, Health & Safety, Safeguarding, Prevent, and Anti-bullying, Harassment and Sexual Misconduct	X			X	

## PAY & BENEFITS

- Actual salary £40,000 per annum.

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- 26 days paid holiday (rising to 28 with service) plus paid bank/public holidays plus up to 5 paid closure days (typically between Christmas and New Year); all per holiday year Full Time Equivalent. Our holiday year runs from 1 August to 31 July. We also have a holiday buy and sell scheme in place. Sometimes UCEM does not need to close for 5 days per year and any balance, for example 1 day, can be used as a paid Wellbeing Day to take time out for your own physical or mental health.
- Pensions auto-enrolment to the People's Pension salary exchange scheme (the term we use for salary sacrifice). You may opt out of salary exchange but remain in the scheme, or you may choose to opt out altogether.
- Wellbeing support and full access to the Employee Assistance Programme. This includes mental health support; several UCEM employees are trained Mental Health First Aiders.
- Car parking may be available at our Horizons office; this depends on your designated place of work and working pattern, as well as parking availability; you may ask to join the waiting list. Do not assume you will have parking when you start employment; you must plan for alternative travel to work if attending Horizons.
- Cycle to Work salary sacrifice scheme and access to Tax-Free Childcare (Government scheme).
- Life assurance cover.
- Employer-funded Health Cash Plan (Simply Health)
- Charity giving options available.
- As a UCEM employee you will have access to Microsoft Office 365 applications for personal use.

*On the Join the team page of our website, you will find the full list of employee benefits at UCEM*

## APPLICATION PROCESS

All job applications must be sent to [recruitment@ucem.ac.uk](mailto:recruitment@ucem.ac.uk) and if you apply via a jobs board, please make sure you have sent all required documents otherwise we will be unable to consider your application.

Please send the following to [recruitment@ucem.ac.uk](mailto:recruitment@ucem.ac.uk) (you will receive an auto-response):

1. Your up-to-date CV;
2. A covering letter or email message outlining your suitability\* for the role; AND
3. A completed Recruitment Check Form which is available from the *Current vacancies* page of our website.

The above items constitute a complete job application. \*We hope you take time to consider the UCEM values when you prepare your job application. You may also wish to consult our vision and strategy document: <https://www.ucem.ac.uk/our-vision/>

Internal applicants are advised to inform their line manager of their application.

**NO AGENCIES:** We are not using agencies for this vacancy and we cannot accept any CV submissions. Please do not contact us as we can only repeat this message.

## Informal discussion

If you are unsure whether to apply, perhaps because you do not meet all essential criteria, we encourage you to call the hiring manager to discuss this further (details below). If you are excited by this vacancy do not rule yourself out; it still might be worth applying.

For any other enquiries please contact HR on 0118 467 2433 or email [recruitment@ucem.ac.uk](mailto:recruitment@ucem.ac.uk)

## Closing date and next steps

Thursday 01 September 2022 at noon.

HR will screen all applications in person and all applicants will receive a response confirming the status of their application. We value the time taken to make a job application and the interest shown in UCEM.

## Interview details

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Dates for interview will be advised to you later in the process.

Please indicate on your Recruitment Check Form any dates that you cannot make, up to 4 weeks from the closing date. This helps us to plan interviews should you be shortlisted, prior to contacting you.

Applications may be reviewed prior to the closing date and occasionally, you may be invited to interview ahead of the closing date.

Interviews are normally carried out over Zoom or Microsoft Teams, however we may invite you to visit our Reading office.

Please be prepared for a two-stage interview process, held on different dates. As part of the interview process, you will meet with a member of the Senior Leadership Team. Sometimes we may conduct a telephone interview at first or second stage.