

**It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.**

**Job description for the post of:**

## **Financial Analyst EHA1650-0719**

**Reporting to:** Finance Manager

**Responsible for:** FM Financial Reporting

### **About Facilities Management**

Facilities Management (FM) at Edge Hill is the largest support department at the University employing over 320 members of staff across 10 defined service areas. We provide hard and soft FM services to almost 12,000 full time equivalent (FTE) students and 2,000 FTE members of staff in addition to a significant number of visitors, partners and members of the public using the 160-acre campus. Our award-winning campus boasts over 120,000m<sup>2</sup> of built environment, including 2500 residential bedrooms. The departmental revenue budget is circa £17m per annum, with additional annual capital expenditure typically exceeding £2m. Our multi-award-winning FM team is recognised within and beyond the higher education sector, and at senior executive and board level, for our customer-centric culture, and our direct positive contribution to the core business – the attraction, recruitment and retention of students.

**The FM Values** – guiding our decisions and our behaviour.

***“All that we do is underpinned by our values. Our values are embedded in our structure, our decision making, our behaviours and our performance”***

- Put the customer first
- Be passionate about service
- Act as one team
- Demonstrate responsibility and ownership
- Be confident, receptive and willing to learn

### **About the FM Finance Team**

The Finance Team within the Facilities Management Department is responsible for purchase order and sales invoice processing, budget submissions, value for money reporting, financial information and financial compliance. In addition, the team are responsible for central stationery procurement. The team provides central guidance and support to all FM functions on all these areas to enable effective, efficient and economic performance whilst working flexibly within a continually fast-changing environment.

## **About the Role**

Reporting to the Finance Manager, you will deliver a wide range of finance functions including leading the financial report collation and production, monitoring and analysis of key contract information and the improvement of key financial processes and systems. As part of this changing and dynamic service area you will work independently and as part of a team whilst providing great customer service and continuously improving the service provided to the department and University.

## **About You**

You will have a sound knowledge and understanding of finance system principles, reporting and processes, with a particular strength around purchase ledger. You will also be able to lead the development of these in your role, working with key colleagues across the University. You will have great interpersonal skills, a strong customer focus and drive for continuous improvement. You will have a desire to continuously improve processes and systems and a clear ability to plan and prioritise to meet strict reporting deadlines. You will be an excellent communicator, approachable with strong analytical and report writing skills with a keen understanding of the purpose and audience of the reports. You will be self-motivated, with drive for personal learning and development, actively participating in our Performance Review and Development scheme and identifying opportunities for enhancing your own skills and competencies.

## **Specific Duties and Responsibilities**

1. Lead the production and improvement of all financial reporting within FM, including taking ownership for the planning, process and improvement of financial information and its presentation to a wide range of audience to inform and influence key decision making.
2. Actively seek opportunities for VFM, reduction of risk or other improvements to operations based on all financial information reviewed regularly, taking a systematic approach to analysis and subsequent reporting and escalation.
3. Manage and develop FM Finance Month End reporting including communicating with all stakeholders to ensure deadlines are met, maintain a quality of information and act as the point of contact to the Finance Department.
4. Manage and continuously improve the production of the Monthly Variance Report from all FM service areas, ensuring completion to key deadlines, providing analysis, guidance, support and training where necessary.
5. Support the Supplier Relationship Manager in the production of regular supplier data and the production and continuous improvement of the quarterly Value for Money Report from all FM service areas, ensuring completion to key deadlines and providing analysis to the Finance Manager.
6. Support the Finance Manager in the planning, production and improvement of the annual FM Budget Submission, developing the key documents and co-ordinating submissions from the eight service areas, providing guidance support and training where necessary. This role will lead on the implementation and co-ordination of the agreed budget process with managers and senior managers.
7. Support the Financial Compliance Officer in the continued improvement and production of financial compliance information including regular key scheduled reporting with a view to reducing risk and improving assurance in systems and processes across FM's financial operations.
8. Support FM Service Areas in the development of key commercial information to assist with their service development and income generating activities, in particular the development of auditable costing information for comparison and pricing purposes.

9. Manage the continued development and analysis of financial information within the CAFM system, aiming to continually improve the quality of data, the efficiency of output and the effective utilisation across the department.
10. Lead on, and initiate developments on control processes to harness the financial management information created within FM, ensuring quality, accuracy and supporting the Finance Manager and other key stakeholders in the continued monitoring of KPIs and trends within procurement and other projects.
11. Take ownership of the production of processes and their continued monitoring, review and improvement within the FM Finance Team, managed via the process register and coordinate this to ensure all stakeholders are involved in their creation and active improvement.
12. Lead the team in developing the information available to FM Finance customers on the FM Wiki Pages (Intranet) including FAQ's, information on staff and key processes.
13. Actively monitor and control the storage of all information on the internal Y: Drive and other forms of storage to ensure clear organisation and efficient access whilst controlling and deleting as necessary – this information storage will be in keeping with current GDPR legislation.
14. Develop key business relationships – internal and external to the department in particular within the Corporate Finance Department, externally via the NWUPC and other University networks – representing the interests of the FM departments and the FM Finance Team.
15. Provide cover during the absence of the Finance Manager, representing the team in key meetings and discussions within the department or with colleagues across the University. In addition, provide cover for members of the Finance Team ensuring business continuity on a range of financial systems.
16. Actively engage and occasionally lead team meetings to ensure appropriate means of communication and consultation is maintained along with collective team improvements and key change management.
17. Provide a professional, customer focused service to our customers at all times, actively seeking feedback and utilising to improve the FM Finance Team service.

**In addition to the above, Edge Hill staff are required to:**

- a) adhere to all Edge Hill's policies and procedures including Equality and Diversity and Health, Safety and Environmental procedures and undertake tasks in a sustainable manner.
- b) respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- c) undertake appropriate training and development as required.
- d) participate in Edge Hill's Performance Review and Development Scheme.
- e) demonstrate excellent customer care in dealing with all customers.
- f) assist with the planning and delivery of corporate business events e.g. Welcome Sunday, Graduation, Open days

**Salary:** Grade 5, Points 19-22  
£24,029 to £26,243 per annum

**Hours:** 36.25 per week, Mon-Fri, 08.45 – 17.00

**Candidates should note that they will be short listed based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification form attached.**

## PERSON SPECIFICATION

### Financial Analyst EHA1650-0719

Applicants will be short listed based on information provided on the application form and should provide demonstrable evidence of their ability to meet the following criteria:

		Essential	Desirable	*Method of assessment (I/A/T/P)
<b>Qualifications</b>				
1	Qualified to Degree level or have equivalent relevant work experience	*		A
2	Financial qualification awarded by a recognised Professional Body i.e. CIMA, ACCA		*	A
<b>Knowledge and Experience</b>				
3	Experienced at researching information and producing financial management information for a range of audiences including Senior Managers	*		A, I, T
4	Knowledge of financial management procedures and controls		*	A, I
5	Excellent oral written communication skills, with the ability to produce and articulate clear and concise financial reports, procedures and business documents	*		A, I
6	Excellent numeracy and literacy skills	*		T
7	Excellent IT skills including the use of the Microsoft Office suite, particularly advanced Word and Excel	*		A, T
<b>Leadership Skills</b>				
8	Strong stakeholder management skills and expertise in communicating complex concepts effectively for buy-in from both senior-level stakeholders and those who have limited SRM experience.	*		A, I
<b>Personal Qualities</b>				
9	Ability to deliver a high standard of work, accurately, under pressure displaying excellent attention to detail and analytical skills.	*		A, I

		<b>Essential</b>	<b>Desirable</b>	<b>*Method of assessment (I/A/T/P)</b>
10	Excellent organisational skills and an ability to effectively plan and prioritise workload in order to meet strict deadlines and in response to business needs	*		<b>A, I</b>
11	Ability and willingness to work effectively within the role, without frequent supervision	*		<b>A, I</b>
12	Ability to process and analyse complex data with an attention to detail and an eye for accuracy	*		<b>A, I, T</b>
13	Excellent customer care skills. Act as an ambassador for the service and be passionate about our contribution to the customer experience	*		<b>I</b>
14	Political awareness of effects of actions, reporting and output in all areas of service.	*		<b>A, I</b>

\*Method of assessment: Interview, **A**pplication, **T**est, **P**resentation



**Facilities Management Team Staffing Structure**

