

ROLE PROFILE

Job Title: Senior Financial Planning & Analysis Analyst	Role Reports to: Head of Accounting	Business Function: Finance	Grade: D
---	---	--------------------------------------	--------------------

Job Purpose: Integral part of the all aspects of Group financial planning approach. Establish robust budget and forecasting processes, providing analytical insights to support the Group to achieve the business strategy and financial plan.	Key Competencies: <ul style="list-style-type: none"> • Flexibility & Resilience • Meeting Customer Needs • Interpersonal Understanding • Impact & Influence • Commercial Focus • Personal Learning & Growth • Building Relationships • Gathering / Seeking Information • Future Focus • Innovation • Problem Solving & Decision making
--	--

Key Responsibilities:

1. Owner of the Group budgeting and forecasting process; designing and implementing the process within the business whilst ensuring they remain robust, challenging and closely aligned to both business strategy and longer-term business planning.
2. Liaising with key members of the Strategic Leadership Team, seeking clarity of information provided, ensuring that the requirements of all SLG members, alongside regulatory requirements, have been fully considered during the process.
3. Build and implement Group's Budgeting and Forecasting models to the FAST (Flexible, Appropriate, Structured & Transparent) standard, inclusive of scenario testing functionality, to assess the impact of multiple projects across the Group.
4. Maintain and enhance the consolidated financial risks and opportunities schedule through consultation with the wider finance team
5. Refining and enhancing of data and systems to ensure better provisioning of management information to aid decision making.
6. Provide support, and when appropriate, lead on projects, including re-design of Chart of Accounts.
7. Finance Teams centre of excellence for building and maintaining Excel based modelling techniques.
8. Assist with both internal and external reporting processes, including regulatory and statutory returns.
9. Undertake additional duties appropriate to the role and/or grade

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Excellent working knowledge of finance processes both transactions and month end reporting. • Good Knowledge of latest Accounting Standards • Understanding of Best Practice financial control • Excellent understanding of FAST principles 	
Skills	<ul style="list-style-type: none"> • Advanced excel skills, strong reporting skills, with ability to manipulate large data sets • Commercially minded with excellent technical & analytical skills • Ability to articulate and present complex information to both financial and non-financial stakeholders • Intermediate Microsoft PowerPoint skills • Excellent verbal and written communication skills • Strong accuracy with keen eye for detail • Highly numerate, with strong problem solving skills 	<ul style="list-style-type: none"> • Understanding of VBA/SQL

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Extensive experience as a Senior FP&A Analyst • Designing and implementation of an excel based Group wide budget and/or forecasting process • Experience of leading the creation of investment appraisal, financial performance reporting and cost management • Experience in aiding Transformation projects as well as process improvement. 	<ul style="list-style-type: none"> • Experience of working in the finance department of a PLC or PE backed business • Experience of working to the FAST (Flexible, Approachable, Structured, Transparent) standard of financial modelling
Qualifications/Education	<ul style="list-style-type: none"> • Fully qualified member of a recognised accounting body (i.e. ACA (Association of Chartered Accountants), ACCA (Association of Chartered Certified Accountants), CIMA (Chartered Institute of Management Accountants), CIPFA (Chartered Institute of Public Finance and Accountancy) 	<ul style="list-style-type: none"> • Degree level qualification



People Management Responsibility?	No line management responsibility.
Budgetary Responsibility?	No budgetary responsibility
Key Relationships (internal/external)	Financial Control Team colleagues, Commercial Finance Managers, Finance Transformation Programme Lead, Transactional Teams and external advisors.

Safeguarding of Children Young people and Vulnerable Adults

Your Housing Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. As a Your Housing Group employee, it is your responsibility to attend safeguarding training in accordance with YHG safeguarding training strategy and to be aware of and work in accordance with the YHG safeguarding policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.

Key Role Performance Indicators

Date Role Profile Created/Updated:	November 2019
---	----------------------