



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Financial Planning and Analysis Manager

Division: Finance Division

Accountable to: Head of Financial Planning and Analysis

Job Summary

Reporting to the Head of Financial Planning and Analysis this post is responsible for the LSE's financial reporting, budgeting, forecasting and supporting financial management.

Duties and Responsibilities

The Financial Planning and Analysis Manager is responsible for the departments and areas determined by the Head of Financial Planning and Analysis. The role encompasses:

- Supporting Senior Managers and budget holders by developing an understanding of their business needs.
- Assisting in developing and producing strategic and business plans.
- Providing support and challenge for financial decision making including budgeting and forecasting.
- Producing accurate monthly management accounts with variance analysis and commentary and identifying added value reporting opportunities.
- Assisting with the production of the monthly consolidated management accounts.
- Ensuring that all other reporting requirements are delivered in an accurate and timely manner.
- Ensuring the continuous development of reporting tools and other processes.
- Providing support for contracts and monitor compliance with financial regulations.
- Initiating and managing improvements to processes and reporting.
- Meeting the timescales set out in the Financial Planning and Analysis timelines.
- Supporting the annual budget process and contribution to Budget Reviews.
- Year-end accounts and analysis.
- Working closely with Procurement to ensure value for money.
- Ad hoc analysis and appraisal.
- Attendance at Committees/ representing Finance in meetings

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated



as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.