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 post holder.

Job title: Financial Planning and Analysis Analyst

Division: Finance Division   **Accountable to:** Head of Financial Planning and Analysis

Job Summary

The post is within the Finance Division, which provides a proactive service to various Academic and Administration areas of the School. The Finance Division consists of 70 staff and this is a post within the Financial Planning and Analysis team, currently a team of 11, which is responsible for the LSE's budget and financial planning processes and monthly management account deliverables. The Division strives to provide a high level of service to all staff and students and to support and enhance the LSE community.

Main Duties and Responsibilities

Major Tasks
- Assist the Financial Planning and Analysis Manager/(s) with maintenance of budget models, collating information from various systems to produce analysis of year to date actual results and future projections.
- Maintain and update information within the School's financial forecasting model.
- Carry out month-end processes such as journal preparation.
- Produce regular, timely and accurate financial information to assist with management decisions.
- Work with the Procurement team to ensure value for money across the School.
- Ad hoc analysis and appraisal.

Communication
- Liaise with non-financial managers about forecasts and other issues that may arise.
- Communicate effectively with the other members of the team, to provide timely information in accordance with relevant deadlines.
- Communicate effectively with the wider Finance Division and help them meet broader objectives.

Team Work and Motivation
- Cover the responsibilities of the Financial Planning & Analysis Manager/(s) and potentially other team members, during periods of absence.
- Be a proactive and supportive team member.

Service Delivery
- Produce high quality and timely information to relevant Business heads.

Decision Making
- Identify relevant financial and non-financial information required to meet deliverables.
- Make logical, independent decisions regarding own work, with limited supervision.

Planning and Organising Resources
- Prioritise and organise own work-load efficiently.
- Manage time effectively to meet competing deadlines.

Initiative and Problem Solving
- Apply knowledge and common sense to reach appropriate solutions.
- Initiate, collate and develop effective responses to user feedback.
- Aim for continuous improvement of processes and procedures

Analysis and Research
- Monthly analysis of spend to monitor areas of possible overspend.
- Proactive alerting and sensible escalation of possible areas of concern.

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.