

JOB TITLE Financial Planning and Analysis Manager

REPORTING TO: Finance Director

DIRECT REPORTS: None

JOB PURPOSE:

The role is a key position in the future growth of the business. Reporting to the Finance Director and working closely with Heads of Departments the role involves preparing budgets and regular forecasts by identification, maintenance and evaluation of relevant trends and information.

PRINCIPAL ACCOUNTABILITIES

FOR EXTERNAL RECRUITMENT:

- Production of annual budget and monthly profit forecasts, managing the continued development of the company's budgeting and forecasting models;
- Analyse current and past trends in key performance indicators including all areas of revenue, cost of sales, expenses and capital expenditures
- Monitor performance indicators, highlighting trends and analysing causes of unexpected variance
- Ad-Hoc Reporting and Analysis
- Quarterly and Monthly Financial reports
- Work with Analytics team on development of Business Intelligence Tools and Dashboard reports
- Develop financial models and analyses to Improve forecasting accuracy and support strategic initiatives
- Analyse complex financial information and reports to provide accurate and timely financial recommendations to management for decision making purposes
- Supporting Senior Management Team and Departments heads with in-depth analysis
- Prepare presentations to Board of Directors and Senior Management Team

SPECIFIC RESPONSIBILITIES (not for advert)

- Production of a monthly forecast of estimated remaining collections ('ERC') for each debt book in conjunction with Pricing Analytics team;
- Work with sales team to track sales pipeline opportunities, flexing forecasts as opportunities change;
- Work with Pricing Analytics team to maintain and evaluate sales collection forecasts;
- Track debt book performance against original forecasts;
- Produce headcount budget and forecasts;
- Incorporate standard costs to collect for each type of debt book in budgets and forecasts;
- Monitor performance indicators, highlighting trends and analysing causes of unexpected variance;

KEY PERFORMANCE INDICATORS

- Quality of work undertaken
- Knowledge of business and ability to work with other teams
- Working to deadlines
- Accuracy of written and verbal reporting to Line Manager(s)

Qualifications, Experience and Skills Criteria



CRITERIA	ESSENTIAL	DESIRABLE
General Education	<ul style="list-style-type: none"> GCSE’s or equivalent 	<ul style="list-style-type: none"> A-Levels or degree
Previous Work Experience	<ul style="list-style-type: none"> Previous experience in a similar role 	
Specific Knowledge	<ul style="list-style-type: none"> Knowledge of Financial Services Computer literate with advanced knowledge of excel 	<ul style="list-style-type: none"> Knowledge of the industry/field
Professional/Academic / Vocational Qualifications	<ul style="list-style-type: none"> ACCA / ACA qualified 	
Specific Skills	<ul style="list-style-type: none"> Computer literate with advanced knowledge of excel Clear and effective communication skills (written and verbal) Attention to detail and logical thinker Ability to work under pressure and prioritise workload Good analytical and problem solving skills Up-to-date technical knowledge Good interpersonal skills 	
Demonstrated Behaviours	<ul style="list-style-type: none"> Works well independently and as part of a team Looks beyond finance function, willingness to work across all departments but in particular with Outsource, Operations, Sales and Pricing Analytics / Data teams Shares knowledge and ideas Challenges preconceived ideas and norm; Contributes to a positive team spirit Is enthusiastic and willing to learn and develop Motivate self and others Respects confidentiality of information Works well under pressure Works within the ISO Quality framework & in line with company policies Works at all times within CSA, FCA, ICO & all other Regulatory Rules & Guidelines 	
Specialist Requirements	Detailed above	

I can confirm I have read and understand the Job Description.

NAME:.....DATE:.....

SIGNATURE:.....

Please sign and return one copy to the HR department for filing.



To apply for this position please email your CV to:

Recruitment@lanternuk.com

Closing date 7th October 2018