

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Senior Finance Analyst

## **College/Department**

Finance

## **Location**

Kedleston Road, Derby DE22 1GB

## **Job Reference Number**

0270-22

## **Salary**

£38,034 To £51,430 per annum

## **Reports To**

Head of Financial Performance

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

The post holder will improve both the financial reporting and performance of the University Group. The post holder will play a vital financial planning role in terms of updating the Group’s five-year financial plan. In addition, the role involves monitoring both actual and (current year) forecast performance through the production of reports and insightful analysis.

## **Principal Accountabilities**

1. To drive the production of the Group’s Annual Financial Return, which includes the five-year financial plan.
2. To play a full and active role in the production of other outputs as required, for example costing returns, annual accounts, and surplus reports.
3. To prepare monthly management accounts and associated outputs for the University’s senior committees.
4. To signal where the Group’s financial performance could be improved.
5. To undertake projects, for example ad hoc interrogation of areas of under-performance, creation of financial models, system developments, etc.
6. To acquire knowledge of business operations to deliver impactful analysis.
7. To share news about the external environment as appropriate.
8. To produce benchmark analysis and to provide additional context to the University’s financial performance.
9. To ensure key processes are documented, with controls in place to mitigate the potential impact of staff absence.
10. To deputise for the Head of Financial Performance as required.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Qualified Accountant.

#### **Experience**

* Experience of working in a Finance department.
* Experience of working to tight deadlines.
* Experience of handling data and making sense of it.
* Experience of producing high-quality financial reports.

#### **Skills, knowledge & abilities**

* Very good interpersonal skills.
* Excellent systems skills, with an ability to learn systems quickly.
* Excellent analytical and financial modelling skills.
* Curious about business performance, with an attention to detail.
* Pro-active approach to problem-solving.
* Self-starter, able to deliver with limited supervision.
* Appetite to improve business performance and to influence results positively.

#### **Business requirements**

* Flexible attitude and approach to work.
* Willingness to work (on occasion) at different University sites.

### **Desirable Criteria**

#### **Qualifications**

* Degree.

#### **Experience**

* Experience of working in a HE environment.
* Experience of working in a medium-sized or large organization.
* Experience of working with Oracle Cloud & Tableau.
* Experience of developing cost analysis.
* Experience of managing people.

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings.

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)