

Job Description

JOB DETAILS

Job Title:	Commercial Finance Analyst: CPE	Reports to (Job Title):	Commercial Finance Manager: CPE
Business Stream:	Finance	Division/Department:	Business Partnering
Job Number:		Date:	May 2020
Location:	job description template		

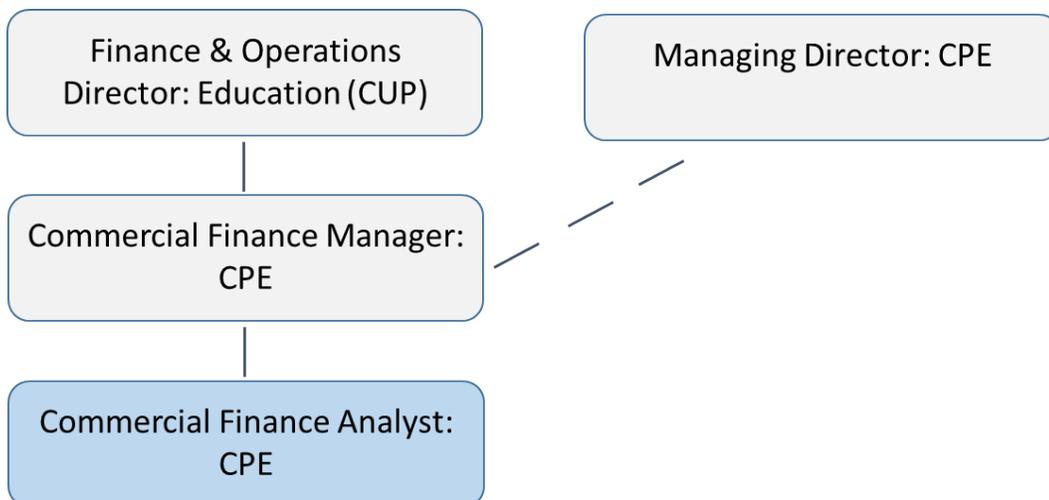
JOB PURPOSE

Please describe in **one** sentence the reason why this job exists.

This role supports the Commercial Finance Manager in providing Finance Business Partnering activities for the Cambridge Partnership for Education (“CPE”), this covers financial planning, reporting, control and compliance.

ORGANISATION

Draw an organisation chart to show how this job fits into the organisation include this job, the manager’s job, the jobs which report directly into this and peer jobs that also report into the manager.



PRINCIPAL ACCOUNTABILITIES

You may find it helpful to consider accountabilities in terms of: delivering; processing; planning; monitoring; reporting; communicating; managing people and/or resources; etc.

Describe the **key result areas** (not the individual tasks) that this role is expected to deliver. Start with the most important.

Using an **annual timeframe** please indicate the percentage of time spent on each accountability. The total time spent **needs to equal 100%**

Accountability	% of time
Act as a trusted support to the Commercial Finance Manager and the wider team in the business, and providing cover for the Commercial Finance Manager when needed. To maintain effective and influential working relationships with them built on respect for and trust placed in the financial information and support.	10%
To provide the CPE team, and its stakeholders (group finance teams) with accurate, relevant and timely financial management information and to maintain financial control. This to include cost centre reports (with commentary & variances), updates on project costs, budgets & sales and to support the business on other reporting requirements that are required (for example any KPIs).	25%
Ensure overheads are captured within the correct cost centres working with the Commercial Finance Manager and central management accounts team to correct where necessary, and be a contact with the teams for any issues they have in this area.	10%
To submit the required information to group finance team at month end, ensuring project costs are appropriately recognised in the accounts in accordance with group policy and necessary cost and revenue accruals and prepayments are recorded.	10%
To support the budget, forecast and strategic planning process for the business, and ensuring coordination with the planning cycles of both CA and CUP. Working with the Commercial Finance Manager to create, circulate, review and consolidate templates for submissions from the members of the senior leadership teams finance plans and project workings and managing the agreed budget timetable and to ensure submissions are made to GPG and central finance teams in the required format.	20%
Support the business on any new business tenders, provide commercial challenge and constructive problem solving advice in terms of projected P&L margins. In some cases supporting the Commercial Finance Manager on these areas, and in other instances being the primary finance lead on some projects. To include the appropriateness and completeness of	25%

costings, and commercial terms that mitigate risk. Ensure that approval and sign offs are received and/or given directly at the appropriate stage of the project, and where necessary write and support the necessary financial aspects of the approval papers to the governance board. Act as a key point of contact and co-ordination for other support services to the team in relation to tenders, for example the treasury, credit, tax, legal and compliance teams.

DECISIONS AND RECOMMENDATIONS

Describe what sort of decisions the job holder makes without reference to their manager?

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Describe what sort of recommendations the job holder makes to their manager and others?

JOB DIMENSIONS

Financial Dimensions: Please provide the **numbers** that give a picture of the role

Budgets (over which you hold direct or indirect management responsibility. Please exclude headcount)	Income (that role is responsible for delivering or makes direct contribution to delivery of) Indirect management support for the overall business plan targets, from £15m in year one to £25m over 5 years.
	Direct costs (budgets set and controlled by post holder) Indirect management support for the overall business plan targets, with a combined cost base of cost of sales and direct overheads of £6m in year one.
	Indirect costs (post holder authorises spending on budget, delegated by budget holder) Indirect management support of the shared cost base of circa £4m p/a, to help ensure the charges are appropriate (consistent with the use of services and the methods used within the wider business to allocate indirect costs).
Staff (The number and grades of staff you manage)	
Other numbers (any financial data that puts the role into context)	

Non-Financial Dimensions: What is the major impact of this job on the business? Please describe both the activity and why it has the impact it has.

This is an important role in supporting the commercial awareness and performance of the overall CPE business.

The role is also an important link between the operational management of the team and the wider shared service teams in both organisations to ensure the efficient operational performance of the business and also control through compliance with internal policies and procedures.

JOB CHALLENGES

Describe the most difficult, challenging or complex part of this job.

The role will work across different parts of the organisation, reporting into the finance team but supporting the business team directly and other parts of the wider support services in both organisations.

The role is a new joint team, therefore establishing new systems and processes is going to be really important – and refining those based on experience to ensure continuous improvement and efficiency.

KNOWLEDGE, EXPERIENCE AND SKILLS

What qualifications, skills, experience and behaviours are necessary to perform this job fully and effectively?

Note: this information is not necessarily the same as the qualifications held by the current job holder.

Qualifications	Working towards a professional qualification from a recognised accountancy body.
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Skills	<p>Highly analytical and able to provide a high level of numeric reasoning</p> <p>Good communicator with finance and non-finance staff</p> <p>Excel to an advanced level, and comfortable manipulating financial data</p> <p>Organised and ability to prioritise</p> <p>Good understanding of relevant accounting policies, including tax</p>
Experience	<p>Management accounting including budget, forecast and preparation of monthly reports and journals.</p> <p>Project work, including costings & understanding of potential risks and contract terms.</p> <p>Successfully producing detailed and accurate work to deadlines.</p> <p>Good working knowledge of finance procedures and experience of SAP (for example).</p>
Behaviours	<p>Acts with high integrity</p> <p>Plays close attention to detail</p> <p>Collaborates well and builds trust with colleagues</p> <p>A proactive mind set to take initiative to support the team and drive improvements.</p>

ADDITIONAL INFORMATION (This section is optional)

Briefly explain any aspects of this job which you think have not been adequately covered in previous sections and which you feel are important in understanding the job.

The role is based in Cambridge, UK – operating from the premises of Cambridge Assessment, sitting within the CPE business team, reporting into and using the financial systems of Cambridge University Press – but working with the finance and support teams more generally in both CUP and CA.

WORKING PATTERN

Briefly describe the levels and pattern of workload in relation to the job e.g. are there periods of high workload during certain months where additional and weekend working is required. Are there any periods the job holder may not be able to take leave due to the working pattern.

There will be certain activities that peak monthly around the financial close, in the first 5 working days of the month.

Annually there will be peaks as we go through our planning cycles, most notably the annual budget around May and June but also the quarterly reforecast.

AUTHORISATION

The job description can be completed by either the line manager or job holder and must be agreed with line manager.

AUTHOR

Name:	Andy Watson
Signature:	

LINE MANAGER (if different from Author)

Name:	Commercial Finance Manager: CPE
Signature:	

JOB DESCRIPTION

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Department / Business Unit:	Finance / Business Partnering
Location:	job description template
Reports to (job title):	Commercial Finance Manager: CPE

JOB PURPOSE

This role supports the Commercial Finance Manager in providing Finance Business Partnering activities for the Cambridge Partnership for Education (“CPE”), this covers financial planning, reporting, control and compliance.

PRINCIPAL ACCOUNTABILITIES

Act as a trusted support to the Commercial Finance Manager and the wider team in the business, and providing cover for the Commercial Finance Manager when needed. To maintain effective and influential working relationships with them built on respect for and trust placed in the financial information and support.

To provide the CPE team, and its stakeholders (group finance teams) with accurate, relevant and timely financial management information and to maintain financial control. This to include cost centre reports (with commentary & variances), updates on project costs, budgets & sales and to support the business on other reporting requirements that are required (for example any KPIs).

Ensure overheads are captured within the correct cost centres working with the Commercial Finance Manager and central management accounts team to correct where necessary, and be a contact with the teams for any issues they have in this area.

To submit the required information to group finance team at month end, ensuring project costs are appropriately recognised in the accounts in accordance with group policy and necessary cost and revenue accruals and prepayments are recorded.

To support the budget, forecast and strategic planning process for the business, and ensuring coordination with the planning cycles of both CA and CUP. Working with the Commercial Finance Manager to create, circulate, review and consolidate templates for submissions from the members of the senior leadership teams finance plans and project workings and managing the agreed budget

timetable and to ensure submissions are made to GPG and central finance teams in the required format.

Support the business on any new business tenders, provide commercial challenge and constructive problem solving advice in terms of projected P&L margins. In some cases supporting the Commercial Finance Manager on these areas, and in other instances being the primary finance lead on some projects. To include the appropriateness and completeness of costings, and commercial terms that mitigate risk. Ensure that approval and sign offs are received and/or given directly at the appropriate stage of the project, and where necessary write and support the necessary financial aspects of the approval papers to the governance board. Act as a key point of contact and co-ordination for other support services to the team in relation to tenders, for example the treasury, credit, tax, legal and compliance teams.

KNOWLEDGE, SKILLS & EXPERIENCE

Qualifications

Working towards a professional qualification from a recognised accountancy body.

Skills

Highly analytical and able to provide a high level of numeric reasoning
Good communicator with finance and non-finance staff
Excel to an advanced level, and comfortable manipulating financial data
Organised and ability to prioritise
Good understanding of relevant accounting policies, including tax

Experience

Management accounting including budget, forecast and preparation of monthly reports and journals.
Project work, including costings & understanding of potential risks and contract terms.
Successfully producing detailed and accurate work to deadlines.
Good working knowledge of finance procedures and experience of SAP (for example).

Behaviours

Acts with high integrity
Plays close attention to detail
Collaborates well and builds trust with colleagues
A proactive mind set to take initiative to support the team and drive improvements.