



The National Archives

Job Purpose

Reporting to the Head of Financial Planning & Analysis (HFPA), the role holder will act as a financial business partner to the Directorate or Directorates for which they are made responsible, providing incisive, value-add financial support and analysis which facilitates effective decision making. With support from the teams' Management Accountant(s), the role holder will also be responsible for providing monthly management reporting, regular forecasts and annuals plans, ensuring value added analysis and interpretation of result. The role requires internal liaison with business staff at all levels, but most notably at the Director and Head of Department level, as well as close working with the Head of Financial Planning & Analysis and the rest of the Finance team.

Reports to: Head of Financial Planning and Analysis

Role and Responsibilities

Analytical Review (Decision Support)

- * Provide a responsive ad-hoc analytical service for the Directorate(s) senior management team(s).
- * Support decision making through analysis of operational and financial data, and advice on strategic organisational issues for both these areas.
- * Advise the senior management team(s) on specific business / operational financial issues and develop appropriate strategies e.g. around efficiencies, investment decisions and (where relevant) commercial trend aspects of the business. Provide appropriate modelling and other support as required.
- * Be part of contract tender review panels for major contracts. Where relevant, monitor post award.

Performance Reporting, Monitoring & Control (Management accounting)

- * Through the teams' management accountant(s), be responsible for the provision of timely, accurate, relevant management information to all levels of management within assigned Directorate(s), regularly reviewing this information with the senior management team. This will include provision of monthly reports, critical review of results, value-add analysis, explanation of major variances and early identification of potential issues / opportunities.
- * Be accountable for providing financial monitoring services for investment / project spend, including tracking efficiency savings versus business case targets.
- * Liaise with the wider Finance team to ensure accuracy of in-year reporting and Directorate (s) compliance with The National Archives Accounting Policies.

Business Planning & Forecasting

- * On behalf of the Directorate director(s), lead the annual business planning process (within the overall corporate framework), including preparation of the annual budget (including targeted savings and investments and including production of a comprehensive supporting narrative).
- * Lead the production of quarterly forecasts ensuring major variances are properly explained and, where necessary, work with the business area to identify remedial actions.

Strategic Planning

- * Support strategic planning, providing a sophisticated modelling capability, which allows senior managers to understand the financial implications of differing scenarios.

Risk Management

- * Stewardship of an effective risk management framework with the business, through expert advice and knowledge, ensuring risks get properly escalated through the system and are resolved in a timely manner.

Internal stakeholders

- * Act as the key point of liaison between the Directorate(s) and the other elements of the Finance & Performance Directorate, most critically with the Head of Financial Planning & Analysis.
- * Build strong and positive relationships with Directors and senior managers (notably Heads of Departments), providing the necessary assistance and professional advice to assist them with the financial aspects of their duties.
- * Work with the Corporate Planning team to ensure that the annual business plan, KPIs, Budgets etc, are internally coherent and supportive.
- * Work with the Human Resources and Organisational Development team to enhance the organisation's reporting on staffing and staffing related costs.

External stakeholders

- * Where appropriate, support and maintain relationships with external partners including, commercial partners and government bodies.

* Work closely with Internal and External Audit to ensure audit work is conducted effectively and matters arising are cleared satisfactorily.

Person Specification

Essential:

- * Strong decision support background, ideally with experience of working in commercial / industrial sectors
- * CCAB qualification with post qualification experience
- * Demonstrable strategic capability, able to 'look beyond the numbers' and understand the wider business context, thereby adding value to strategic discussions
- * Strong analytical skills, able to identify and interpret trends and improve financial forecasting
- * Team player, with exceptional interpersonal skills, able to work with colleagues across the organisation. Demonstrable ability to influence
- * Good written and oral communication skills, able to communicate complex financial matters to non-finance staff ; able to build trust based relationships with senior non-financial managers
- * Strong finance system skills including advanced Excel skills

Desirable

- * Degree or demonstrable ability to operate at equivalent level
- * Sun Accounting / Vision experience

Additional Information

Location

Kew, West London

Working Arrangement

Full-time, Permanent

Band

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Starting Salary

c. £55,000 plus generous benefits package, including pension, childcare vouchers (after 6 months service), sport and social club facilities, onsite gym, subsidised staff restaurant and opportunities for training and development.

To apply for this post please click on the link below

http://ig24.i-grasp.com/fe/tpl_nationalarchives01.asp?s=4A515F4E5A565B1A&jobid=68688,9812650248&key=31960071&c=651234658736&pagestamp=secrnmvwoobhrr

For Further Information

Please contact the Recruitment Team on 020 8392 5203.

Closing Date

Friday 31st May 2013 at midnight

Interviews

To be confirmed

Location:	Kew, West London
Category:	Financial
Duration:	
Type of Contract:	Permanent
Hours:	Full Time
added: May 14, 2013	deadline: May 31, 2013

More information:

http://ig24.i-grasp.com/fe/tpl_nationalarchives01.asp?s=4A515F4E5A565B1A&jobid=68688,9812650248&key=31960071&c=651234658736&pagestamp=secrnmvwoobhrr