

JOB DESCRIPTION – COMMERCIAL FINANCE ANALYST

Job title	Commercial Finance Analyst
Service/Department	Commercial Finance
Sector/Function	Finance
Reports to (Job title)	Commercial Finance Manager/Finance Business Partner (as applicable)
Grade	4
Job purpose	<p>To act as the key financial interface with Operational/Central Functions' Management. To objectively review and challenge budget and forecast assumptions, and deliver analysis and interpretation of variances in actual performance.</p> <p>To provide comprehensive financial evaluation, challenge, risk review and advice regarding new and organic business growth opportunities.</p> <p>To support the Commercial Finance Manager (CFM)/Finance Business Partner (FBP) in providing robust financial guidance and risk management across the organisation.</p>
Key accountabilities	<p>Financial Budget and Forecast:</p> <ul style="list-style-type: none">a) Complete detailed bottom up budget and forecasting with budget holders in line with corporate reporting cycle and formal timeframesb) Support the CFM/FBP together with Operational/Central Functions' Management in the review, challenge and approval of budgets and forecasts.c) Provide high level year-end outturn forecasts as part of the monthly management accounts cycled) Support in preparation of longer-term forecasting beyond the next financial yeare) Provide challenge to budget holders on assumptions in budget and forecastf) Escalate any risk or opportunity to the CFM/ FBPg) Provide timely and accurate Management Information to a number of stakeholders <p>Month End Processes & Variance Analysis:</p> <ul style="list-style-type: none">a) Review and interpret actual income and expenditure performance and variance analysis information.b) Identify and resolve any potential manual adjustments required.c) Provide detailed narrative explanation for material shifts from comparative version of income and expenditure accounts.d) Validate and communicate any significant income and expenditure upsides or downsides to the CFM/FBPe) Make recommendations for remedial central/operational and financial action, facilitating resolution where appropriate.f) Support in production of Month-End Walkthroughs, high-level summaries and Business Unit reports (together with any other ad hoc month-end reporting as applicable).g) May be required to attend and present the Month End numbers to Head of

Commercial Finance and CFO where deemed appropriate.

Tender Evaluation:

- a) Key conduit between the Growth and Finance teams for PQQ information, including attending kick-off meetings and regular update meetings, providing financial information relevant to Tender as and when required
- b) Tender preparation:
 - 1. Ensure all Tenders go through an initial high level 'go/no go' evaluation process and agree with CFM/FBP
 - 2. Recommend suitable alternatives for further evaluation.
 - 3. Prepare financial model in response to tender working with and challenging where appropriate central partners and operations, highlighting key risks and deviations from standard assumptions.
 - 4. Present financial model overview to CFM/FBP for review and validation that appropriate risk premium has been embedded.
 - 5. Ensure Executive summary is prepared for appropriate sign off in line with submission deadlines.

Implementation of new wins:

- a) Support project implementation team meetings as required
- b) Escalate any new financial risks or budgetary overspends to CFM/FBP and relevant operations contact
- c) Provide revised contract budget calculations capturing any changes

Post win negotiations:

- a) Assist in negotiations by providing financial support to enable agreement of final contract with external commissioning bodies and partner organisations
- b) Review of financial contractual terms for appropriateness and highlight any challenges to CFM/FBP and relevant operations contact
- c) Re-model any revised assumptions and ensure that the amended business case is still viable.

Decision Support:

- a) Ongoing analysis and interpretation of financial data to identify key trends and areas for future exploitation. Escalation and communication of key findings.
- b) Use the appropriate modelling tools to produce 'what if' scenarios as required by the business, including but not limited to remodelling of existing services or new product streams
- c) First point of contact for providing ad-hoc guidance regarding financial issues which fall outside current financial processes and procedures and co-ordinate any agreed actions. Escalate if required.
- d) Calculate and highlight KPI variances, exceptions, trends etc.

Relationship Management and Communication: Act as the key contact and partner with the business unit 'Operational/Central Functions' Management and central functions, developing and maintaining strong relationships up to level of "Heads of" across business units and central functions

	<p>Risk and Internal Control: Identification, evaluation and resolution (where possible) of risks in the Business Unit and central functions that have a financial element to them (upsides and downsides). Escalate if appropriate.</p> <p>Finance-based Projects: Act as Finance Representative on any required finance-based projects and there may be the requirement to lead some projects as deemed relevant to role. Provide finance modelling or other support needed on these projects and challenge any assumptions.</p> <p>Financial Capability (Including Training):</p> <ul style="list-style-type: none"> a) Co-ordinate common themes to inform updates to training programme, including E-Learning modules. b) Deliver the financial training programme to enhance financial competency across the organisation, in partnership with L&D. <p>External Reporting: Provide relevant financial reports to Commissioners in line with standardised formats.</p> <p>Strategy Support – For Wider Organisation:</p> <ul style="list-style-type: none"> a) Support the CFM/FBP to agree robust and supportable assumptions that feed into the business strategy. b) Assist in the implementation of strategy by sector or function.
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Dimensions	No. of direct reports	Nil
	Total staff overseen	Nil
	Internal contacts	Operational Management, central functions, budget holders, Growth team, Finance Team
	External contacts	Commissioners, Partners
	Planning timescales	Annual, ongoing current year and future financial year forecasting, 5-year strategy.
	Nature of problems solved	Operational, commercial, analytical, transactional, budgeting, forecasting
	Financial authority limits	N/A