**JOB DESCRIPTION**

This form summarises the purpose of the job and lists its key tasks.

It may be varied from time to time at the discretion of the RVC in consultation with the post holder.

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| **Job Title:** Financial Planning Analyst (Teaching and Research) | **Job ref no:** FIN-0141-25 |
| **Grade:** 6 | **Department:** Finance |
| **Accountable to: Business** Partner (Research and Innovation) | **Responsible for:** N/A |

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| **Job summary:** Reporting to the Business Partner (Research and Innovation) and working closely with the Deputy Director of Finance (Financial Planning) the post-holder will provide financial analysis of, and support for, RVC’s teaching and research activities. Key elements of this are effective management of budgets, accurate financial forecasts, and application of appropriate costing and pricing methods to inform decision-making.  The post-holder will play a key role in the forecasting of student-related income (tuition fees and government funding) and support preparation of the RVC’s annual Transparent Approach to Costing (TRAC) return. |

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| **Competency: Communication**  **Key tasks:**   * Explain financial information, concepts and policies to budget holders and other non-finance staff in a clear understandable way. * Discuss with budget holders their financial performance against current budgets and agree any corrective actions required. * Share with the Financial Planning team issues of common interest to ensure a coordinated and consistent response is made to stakeholders. * To liaise with Registry staff and other colleagues to resolve any tuition fee issues |
| **Competency: Liaison and Networking**  **Key tasks:**   * To collaborate proactively with key internal and external contacts to further knowledge and understanding of management reporting and requirements. * To participate in relevant internal and external training courses/events to develop professional competency and keep up to date with changing requirements. |
| **Competency: Service delivery**  **Key tasks:**   * Provide financial reports, advice, and guidance to two Heads of Academic Department and budget managers within those departments. * Ensure the financial aspects of collaborative agreements for taught programmes with partner.   organisations are regularly reviewed and payments to partners are accounted for according to the terms of the agreements.   * Take action to correct inaccurate financial information in reports provided to budget holders. * Process monthly adjustments to income and expenditure accounts, including prepayments and accruals. * Contribute to the reports to governing committees being prepared by the Deputy Director of Finance (Financial Planning). * Support budget holders to prepare annual budgets of income and expenditure. * Provide information to the Deputy Director of Finance (Financial Planning) which informs.   preparation of consolidated cash flow forecasts.   * Approve staff vacancy requests through the online system, having confirmed that costs can be met within budgets set. * Provide information to support the work of external auditors regarding the statutory accounts. |
| **Competency: Analysis and research**  **Key tasks:**   * Model student-related income streams, particularly tuition fees and Office for Students (OfS) funding and to ensure these are reflected in budgets and forecasts. * Support proposals for new activities or deployment of current resources, in particular having regard for financial resources required and expected financial and operational benefits. * Forecast expenditure flows for current and future financial periods, utilising available information from various sources. * Undertake regular costings of current and future taught courses, including undergraduate and postgraduate education. * Undertake sensitivity analyses to inform a range of potential outcomes in financial modelling. * Undertake costings of new TRAC research facilities. * To manage and reconcile the student record and finance systems on a quarterly basis, ensuring income is accurately reported, and monitor in-year student-related income, investigating variances from budget. * Provide support for the annual review of tuition fees. |
| **Competency: Planning and organisation**  **Key tasks:**   * Ensure monthly management accounts and supporting information is received by budget holders in accordance with an agreed timetable. * Prepare budget guidance notes and templates for distribution in accordance with an agreed timetable. * Ensure that multiple expectations and outcomes can be met. |
| **Competency: Initiative and problem solving**  **Key tasks:**   * Work closely with budget holders to help explore and quantify proposals for re-organisation of existing activities and resources. * Work closely with budget holders in the development of financial aspects of new opportunities. * Provide support to staff who have finance-related roles to undertake process review and ensure consistency and co-ordination with other finance procedures and policies. |
| **Competency: Experience**  **Key tasks:**   * Hold, or be studying towards, a recognised professional accounting qualification. * High-level of knowledge and use of MS Office programmes, particularly Outlook, Excel, and Word * Use of financial accounting systems * Analysing and presenting data |
| **Flexibility:** To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. |