

## Financial Planning Analyst

Directorate

Overview	
<b>Role Purpose</b>	<ul style="list-style-type: none"> <li>Pro-actively support with production, analysis and reporting of Long Term Financial Planning function of the Group</li> </ul>
<b>Responsible for</b>	<ul style="list-style-type: none"> <li>Supporting with creation and update of long term financial plan</li> <li>Supporting with reporting and credit analysis</li> <li>Supporting with Finance department risk updates</li> <li>Ensuring integrity of data in Financial Planning Model (Brixx)</li> </ul>
<b>Reports to</b>	Head of Financial Planning
<b>Line management</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Date</b>	01 2020

Role relationships	
Internal	Development and other departments Investment Finance and other Finance sections
External	Regulator Financial Planning software providers

Role accountabilities
<ul style="list-style-type: none"> <li>Work co-operatively to build, update and maintain the long term financial plans of the NHG Group and its main subsidiaries.</li> <li>To support the Head of Financial Planning with interrogating, agreeing and updating of the long-term plan with the financial information for property development programme, budget / quarterly forecast and treasury loan book within the Financial Plan in Brixx</li> <li>To support the Head of Financial Planning in identification of key financial and non-financial risks, their mitigating actions and the application of appropriate sensitivity and scenarios analysis for the long term financial plan and to support strategic decisions.</li> <li>To aid the Head of Financial Planning with delivery of strategic plan reporting to board and the production of projections for various internal &amp; external stakeholders including the rating agencies.</li> <li>To support with meeting the regulatory reporting obligations of the relevant Group</li> </ul>

## Role accountabilities

companies, including the Financial Forecast return to the HCA by preparing the full return with supporting documents for final review by Head of Financial Planning before submission.

- To deliver the quarterly cash flow forecast data to the Treasury team as part of the Quarterly Survey submitted to the regulator
- To deputise in performing ad hoc analysis and scenario modelling when required to aid senior managements strategic decisions in absence of the Head
- To develop and maintain data integrity checks for the Brixx system. When integrity reports show up issues, to identify the actions required, obtain approval and resolve any outstanding issues
- To liaise with ICT staff and external software providers in updating the Financial Planning model (Brixx) and maintain user licences ensuring users are on correct version. To keep an audit trail of plan changes caused by system updates
- To liaise with software providers on any day to day technical issues, escalating any complex issues to the Head of Financial Planning
- To support Head of Financial Planning in updating the Finance Department risk map for inclusion in the Group Strategic Risk Map
- To support with producing and maintain of the policy and procedures of the Financial Planning function

## General

- Ensure you follow the financial regulations, policies and procedures at NHG
- Ensure that you follow relevant Health and Safety policies and related procedures, keeping up to date with changes and taking action to maintain personal health and safety and that of others

The tasks and responsibilities outlined above are not exhaustive the post holder may undertake other duties as is reasonably required.

## How do you meet the role requirements?

To do the job well, we have outlined the key behaviours we'll expect of you, and the knowledge, experience and skills you need to do the job. You'll be assessed on these criteria at various stages throughout the selection process.

Role behaviours	
Customer focus	<ul style="list-style-type: none"> <li>• Commit to providing the best service to customers, set realistic expectations, keep your promises, and act with integrity always.</li> <li>• Commercial awareness / VFM in everything people do</li> </ul>
Accountability and delivery	<ul style="list-style-type: none"> <li>• Be accountable for the accuracy and completeness of your work, remaining calm under pressure, making informed and reasonable decisions.</li> <li>• Identify opportunities to the long term commercial and financial advantage of NHG</li> </ul>
Service improvement	<ul style="list-style-type: none"> <li>• Approach your work with rigour, challenging yourself to identify opportunities for service improvement, working in partnership with others to make NHG better for customers and colleagues.</li> </ul>
Communication and inclusion	<ul style="list-style-type: none"> <li>• Communicate clearly and openly, including all and celebrating differences, listening and responding positively to others.</li> <li>• Build strong and constructive professional relationships across the business at all levels.</li> </ul>
As NHG develops a new competency framework, behaviours for individual roles will be aligned as appropriate.	

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Professional expertise (know how & experience)	<ul style="list-style-type: none"> <li>• Practical experience in working with and building financial models and long range financial planning and analysis tools</li> <li>• Proven experience of accounting concepts in work,</li> <li>• Confidently working with senior stakeholders, determining their needs</li> <li>• Analysing and interpreting complex information, putting forward sound recommendations</li> <li>• Experience of social housing sector or large regeneration projects is desirable</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Ability to manage very large data sets; create reports and reporting systems; work with complex IT systems and maintain advance formulae</li> <li>• Excellent PC skills including Word and Excel, with the latter to an advanced level</li> <li>• A strong ability to quickly analyse data and forecast performance, draw insights for further analysis and communicate results effectively to a variety of internal and external stakeholders.</li> <li>• Excellent oral, written and interpersonal communication skills and</li> </ul>

	<p>building effective working relationships.</p> <ul style="list-style-type: none"> <li>• Highly motivated and able to work on own initiative, prioritise work and deliver projects from end to end under pressure to meet deadlines.</li> <li>• Able to demonstrate an enquiring mind, with an ability to distil complex information</li> <li>• Accuracy, attention to detail and perseverance</li> <li>• Comfortable with changing priorities to suit business needs</li> <li>• Experience with Brixx software is desirable or willingness to learn</li> </ul>
Qualifications and professional membership	<ul style="list-style-type: none"> <li>• Finalist for CCAB recognised accounting body, or similar level financial qualification and / or</li> <li>• Qualified by experience in either building financial models, long range financial planning or analysis tools</li> </ul>

Role requirements	
DBS	None
Data and information processing	<ul style="list-style-type: none"> <li>• Information/Data User (all staff)</li> </ul>
Data protection role	<ul style="list-style-type: none"> <li>• None</li> </ul>