



Management Reporting Analyst FTC

Job description and person specification

Accountable to: Planning and Reporting Manager

Purpose of the role

Reporting directly to Planning and Reporting Manager, the Management Reporting Analyst FTC is a fixed term role supporting the Finance Change process.

They will support the operational teams to become more independent in financial management. Ensuring that financial queries are dealt with by the correct specialist team and providing training where needed.

You will need to be used to managing change in a busy environment and supportive in driving continuous improvement.

Core duties

Supporting Operational Teams

- You will work closely with both the operational teams and all areas of finance, supporting the new processes so we provide a consistent support service.
- You will provide strong financial advice and training to ensure the financial objectives from the TOM are achieved.

Financial Control

- Challenging business on control effectiveness, ensuring adherence to Compliance controls

Building effective stakeholder engagement across the Business

- Challenge the business robustly whilst maintaining relationships
- Support Operational colleagues in interpreting financial reports and driving improvements across all aspects of financial control and regional KPI's

Acting as key interface with the finance team

- Support the TOM implementation across finance and operational teams
- Assess the impact of change and provide support and guidance as well as suggesting ways to improve and make the transition as smooth as possible
- Provide financial knowledge to support the organisations goals and strategic plans

Supporting ODs as budget holders to deliver business outcomes and driving financial performance

- Hold the budget holder accountable on progress of outcome/activities agreed from performance management reviews
- Work alongside the Finance team to monitor forecasting, KPIs and performance targets
- Effectively communicate financial information to non-financial individuals on performance management matters
- Support operational colleagues to understand reporting in order to gain business insight

Providing constructive challenge, scrutiny and insight

- Challenge the strategic plan of the organisation (ambition, viability, alignment to business plan)
- Identify, evaluate and manage financial risks and opportunities

Implementing Continuous Improvement

- Develop capability of finance and non-finance individuals
- Share best practice performance management processes across Finance
- Support the creation of action plans for new initiatives to achieve efficiencies

Interactions

- Operational Colleagues RMD/OD
- Commercial Finance team
- Operational Finance team
- Project and Programme management team
- Housing and Business Development team
- HR and Procurement

Please note:

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with the role.

In addition to the above you are expected to:

- Undertake other duties from time to time as required by your manager or Head of Department / Director.
- Maintain confidentiality in accordance with our data protection policy and procedure.
- Work on an agile basis between your home and the Company's offices and/or any other locations as is reasonably required

Person specification

Please use this in conjunction with the advertised requirements. The final column indicates how we will tell if you have provided evidence of the required criteria. Criteria considered from the application form will be marked Shortlisting, those reviewed when we meet you will be marked Interview and those considered via assessment at interview will be marked Test.

Qualifications		
Part Qualified – ACCA/CIMA or equivalent (or QBE)	Essential	Shortlisting
Full clean driving license	Desirable	Shortlisting, Interview

Experience		
Experience of working in various areas of finance and checking the work of others	Essential	Shortlisting/ Interview
Experience of working with senior stakeholders across an organisation	Essential	Shortlisting/ Interview
Experience of proactively developing partnerships with external customers	Desirable	Shortlisting/ Interview
Experience of using Oracle/Open Accounts	Desirable	Shortlisting

Skills		
The ability to communicate effectively (both written and verbal) at all levels both within the organisation and externally to build effective relationships with Finance & Operations staff	Essential	Shortlisting/ Interview
Strong inter-personal skills	Essential	Interview
Demonstrate an understanding of Dimensions core values	Essential	Interview
Good (Intermediate level) Microsoft Excel knowledge, with the ability to use other Microsoft packages	Essential	Interview
Exercise confidentiality when dealing with individuals, personal details and information	Essential	Shortlisting, Interview

Knowledge and understanding		
Knowledge of accounting procedures and techniques	Essential	Shortlisting/ Interview
Understanding of the income streams for Care & Support operations.	Desirable	Shortlisting/ Interview
Understanding of how service budgets are constructed including: staffing establishments, voids provisions, and relief staff salary %	Desirable	Interview
Experience of producing management accounts, reviewing financial statements, negotiating contracts and producing reports	Desirable	Shortlisting/ Interview

Attributes		
Demonstrate commitment to equality, diversity, inclusion and the values of Dimensions. Demonstrates fairness and consistency	Essential	Interview
Be a reliable, supportive and professional role model for Dimensions	Essential	Interview
To work flexibly according to the requirements of the role and the organisation	Essential	Interview
To be willing to work across the organisation, attend meetings which may require overnight stays or evening/weekend work if necessary.	Essential	Interview
Shows integrity, sensitivity and respect for others	Essential	Interview
Demonstrate commitment to own personal development	Desirable	Shortlisting/ Interview
The ability to initiate action and motivate others. To be confident and persuasive, able to inspire others in order to achieve desired outcomes	Essential	Interview
Action and outcomes orientation, demonstrating the ability to plan, organise and manage to agree timescales	Essential	Interview