**Job Description**

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| **Job Title:** | Financial Planning & Analysis Manager | **Job Band:** | 2b |
| **Department:** | Commercial Finance | **Location:** | Mansfield |
| **Accountable to:** | Financial Controller | **Number of Direct Reports:** | 1 |
| **Job Purpose:** | To provide commercial support for the Society and oversee the monthly production of financial MI. | | |

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| **MAIN DUTIES** | | | | |
|  | | Partner with the product team on the pricing and profitability of products and advise the product committee on the profitability of the overall portfolio. | | |
| Preparation of the Society’s Budget, Corporate plan and quarterly forecasts. | | |
| Ensure senior management receive the information they need to make commercial decisions and run the business. | | |
| Oversee the production of the Monthly Finance Board & MALCO (Management Asset and Liability Committee) packs | | |
| Oversee the production of interest rate risk GAP estimates on a weekly / monthly basis | | |
| Oversee the updating the Basis risk scenarios for inclusion in the MALCO pack | | |
| Providing forward looking stress testing for Management | | |
| Updating and maintaining the Society’s 7 year model | | |
| Assisting with the preparation of the Society’s ICAAP, and Recovery Plan workings | | |
| Act as a point of contact for financial queries from the other Society departments, escalating to the Financial Controller or Finance Director if needed. | | |
| Providing Commercial Analysis for the Society’s Senior Management as requested | | |
| Provide ad hoc assistance to the Financial Controller and Finance Director as and when required. | | |
|  | | Work with the Assistant Management Accountant to update the ALMIS system on a monthly basis in order to generate accurate and timely MI | | |
| Assist in the testing and implementation of new systems within the department. | | |
|  | | Proactively identify and execute process improvements to drive efficiency within the BAU processes that support reporting, forecasting and commercial decision making. | | |
| **SUPERVISION:** | | Work with the Assistant Management Accountant in the delivery of commercial support to the Society including the provision of MI. | | |
| **GENERAL DUTIES:** | | | | |
| * Carry out all duties as detailed and in accordance with documented policies and procedures | | | | |
| * Maintaining risk awareness within your role, ensuring relevant controls are implemented and are operating effectively, reporting of all risk events identified and escalating risk issues which have the potential to breach the Society's appetite for risk / control environment. | | | | |
| * Prepare and collate management information in accordance with laid down procedures and standards, and ensure those procedures are kept up to date. | | | | |
| * Ensure all targets/objectives as laid down are achieved. | | | | |
| * Promote the interests of and ensure adherence to the policies of the Society. | | | | |
| * To carry out all duties taking into account the FCA’s Conduct Risk requirements and principles of Treating Customers Fairly. | | | | |
| * To work with other colleagues in the Society to bring about strong financial performance for the organisation. | | | | |
| * To carry out all duties in compliance with the FCA’s Conduct Rules as applicable to the role (as detailed in the Code of Conduct Sourcebook (COCON). | | | | |
| * To ensure that regulatory requirements in respect of Anti Money Laundering (AML) and Terrorist Financing are complied with, including: * Understanding the law and personal obligations and responsibilities under it and the potential legal and regulatory penalties for any breach / non-compliance. * Completion of training as required in order to attain and maintain knowledge and continuing competence in AML systems, controls and procedures. * Reporting knowledge or suspicion of any money laundering or terrorist financing activity promptly in accordance with procedures. | | | | |
| * Undertake other duties as may be required in the post and department detailed above or any other post in any department or branch of the Society. | | | | |
| This job description will be amended in consultation to reflect changes in or to the job. | | | | |
| **DATE:** |  | | **AGREED:** |  |

**Person Specification**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | * Professional qualification CIMA, ACCA or similar. |  |
| **EXPERIENCE** | * Minimum 2 years post qualification experience of working in a commercial finance role. * Preparation of Balance sheet and P&L forecasts. | * Experience partnering with Senior Executives * Experience working in a highly regulated environment * Experience working in a financial services business |
| **KNOWLEDGE** | * Knowledge of accountancy systems * Knowledge of current finance legislation | * Experience of ALMIS system use or another ALM system |
| **SKILLS AND ATTRIBUTES** | * Self sufficient * Ability to meet deadlines * Highly competent in the use of Excel and Microsoft packages * High oral and written communication skills * Willingness to express views on the financial performance of the business and the profitability of products |  |
| **PERSONAL ATTRIBUTES** | * Commercial acumen * Team Player * Reliable |  |