

Analyst, Financial Planning & Analysis



A full University since 2013, the Royal Agricultural University is an acknowledged leader in education, applied research and knowledge exchange relevant to the agri-food, land management and rural enterprise sectors and has well established links with employers, government and a range of NGOs.

The University is going through a period of exciting and transformational change. The Vice-Chancellor, Professor Joanna Price, and her new leadership team are shaping a strategic plan for the RAU that will ensure relevance and sustainability. The University is looking to further enhance its activities in marketing, student recruitment and communications, bringing together a single professional service to promote the University to its various stakeholders.

The Role

Job title: Analyst, Financial Planning & Analysis

Department: Finance

Responsible to: Head of Financial Planning & Analysis

Location: Royal Agricultural University, Cirencester

Salary: Grade 7: £29,514 - £35,210 per annum (DOE)

Term: Permanent: Full time

Relationships with: All staff of the University, Executive Team, Senior Management Team, Legal Advisors and External/Internal Auditors

Role Overview: This role will be key to the successful provision of an effective FP&A function to key stakeholders across the RAU, providing the necessary information and insight to assist in the decision making process and deliver the Corporate Strategy objectives.

Specific responsibilities include:

- The production and submission of regulatory returns to the Higher Education Statistics Agency (HESA) and the Office for Students (OfS).
- Support the annual business and financial planning cycle including the production of the RAUs long term financial plans.
- Support the Head of FP&A in his role as the Freedom of Information and Data Protection Officer.
- Lead (or assist) on investment and project appraisals across the RAU as and when required.

Key Responsibilities

1. Regulatory Returns

- Key member of team responsible for the production and submission of all regulatory returns to external bodies such as the Higher Education Statistics Agency (HESA) and the Office for Students (OfS).
- Lead role in the production and submission of a number of reports to the regulatory body as well as providing supervision and peer review, and deputising where required, for reports being prepared and submitted by your colleagues.

2. Business and Financial Planning Cycle

- Supporting the Head of FP&A through the annual business and financial planning process.
- Work closely with senior management across the RAU throughout the business and financial planning process, challenging business assumptions, providing financial support and ensuring that all key milestones are met.
- Assist in the production of the RAUs long term financial plans.
- Assist in the production of financial data as part of the financial planning process.
- Assist in the production of supporting presentations for senior management and other internal stakeholders, including the Finance & Estates Committee and the Governing Council.

3. General Data Protection Regulations and Freedom of Information

- Support the Head of FP&A in his role as the Freedom of Information and Data Protection Officer.
- Create and roll out a comprehensive training and compliance programme across the RAU to ensure that all RAU employees are fully up to date with, and act compliant with, current GDPR and FOI regulations.

4. Investment and Project Appraisals

- Lead (or assist) on investment and project appraisals across the RAU as and when required.

5. Other Duties

- Act at all times within RAU's rules, policies, procedures, standing orders, financial regulations, health and safety legislation, and adhere to legislative and regulatory requirements.
- Undertake such other tasks as may be reasonably requested by the Head of Financial Planning & Analysis.

Person Specification

AREA	ESSENTIAL	DESIRABLE
Educational Qualifications:	Relevant accountancy qualification, for example ACCA, CIMA, CPFA, ICA	Evidence of further study
Work Experience:	Knowledge and experience of FP&A activities, including: <ul style="list-style-type: none">- Completion of regulatory returns- GDPR / FOI- Investment / Project appraisals	HE experience Financial Planning software
Skills/ Knowledge/ Aptitude:	Ability to communicate clearly both orally and in writing	
	Ability to influence and build strong business relationships across the organisation	
	Computer literacy, knowledge of Microsoft Word, Excel and PowerPoint	
Special Requirements:	Must be flexible and able to work late if needed to meet reporting deadlines	

Benefits of Working with Us

We have over 200 dedicated employees who are proud to work for us. Over the last year, we've continued to invest in our people. Whether our people are permanent, or join us for a few months, we genuinely take their health, wellbeing, and development seriously. We believe in investing in development and happiness at work and have a good range of benefits, a full list can be found here: <https://www.rau.ac.uk/about/jobs/benefits-working-us>

Application Process

If you are interested in applying for this role, please send:

- A University [Professional Services Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk – you may attach your up to date CV if you wish to add additional information
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk saying where you saw the advert for the role

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Closing date: Sunday, 10th February 2019 with **Interviews:** on Tuesday, 19th February 2019.