



JOB DESCRIPTION

Job Title:	Senior Financial Analyst
Directorate:	Finance
Job type	Full-Time, Fixed-Term, Professional Services
Grade:	RHUL 6
Accountable to:	Head of Financial Planning and Analysis
Accountable for:	N/A
Purpose of the Post	
<p>The Senior Financial Analyst is a key role within the Financial Planning and Analysis team, with responsibility for leading on month end processes, core financial modelling, contributing to the development and delivery of budgeting and forecasting processes, and providing high-quality, value-added financial insight to support strategic and operational decision-making.</p> <p>The role will take ownership of key month-end and year-end activities to ensure accuracy, consistency and compliance. Analysis and interpretation of complex financial and non-financial information is a requirement, working closely with budget holders to support effective financial management.</p> <p>The Senior Financial Analyst will work closely with the Head(s) of FP&A, taking responsibility for the delivery of accurate, timely and insightful financial information and processes on a day-to-day basis, and acting as a trusted advisor on financial performance, risks and opportunities.</p>	
Key Tasks	
Partnering	
<ul style="list-style-type: none"> • Provide proactive financial partnership, advice and detailed analysis to Academic and/or Professional Services budget holders, supporting effective resource management and decision-making. • Build and maintain strong working relationships with budget holders and financial administrators, appropriately challenging assumptions and promoting good financial practice. • Work collaboratively with colleagues across Finance to ensure a seamless, joined-up service and consistent application of financial processes and policies. 	
Analysis	
<ul style="list-style-type: none"> • Source, interpret and present information from both financial and non-financial systems in a transparent and easy to understand format e.g. student, staff data. • Analyse financial trends to provide value added insights to Head(s) of FP&A and budget holders. 	

- Perform regular variance analysis accompanied by meaningful and easy to understand commentaries.

Financial Management

- Take ownership of the setup and ongoing maintenance of accurate financial master data (e.g. project and sub-project codes), ensuring integrity and consistency across systems.
- Responsibility for financial workflow task (journals, requisitions)
- Responsibility for HR workflow tasks, including costing up requests.
- Ensure the accurate and timely completion of month-end and year-end processes, resolving issues independently and escalating as appropriate.
- Dealing with general day to day queries from budget holders, including responsibility for maintaining shared FP&A mailbox
- Support the Head(s) of FP&A with regular reviews including month end, budget, forecasts etc.
- Responsibility for maintaining financial models e.g. for staff budgets, tuition fees etc.
- Ensuring data is accurate, up-to-date and complete.

Systems and Compliance

- Actively participate in continuous improvement by ensuring processes are standard, simple, robust and as efficient as possible e.g. through use of automation.
- Ensuring University financial regulations are adhered to.
- Ensuring auditor requests are responded to in a timely and accurate manner
- Supporting completion of external returns as required e.g. TRAC, HESA, AFR

Collaborative approach

- Providing a proactive, solution-based approach with stakeholders whilst operating within the University's financial framework and within the HE SORP.

Other Duties

- Maintain awareness of issues affecting Higher Education.
- Any other duties as required that are commensurate with the grade

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Our Values

Advancing equity and inclusion is central to our identity as a University of Social Purpose, guided by our values of being Respectful, Innovative, Open, and Daring. We strive to build a fair and inclusive environment for all colleagues and students, where we challenge ourselves and others with integrity, and approach difference with understanding and kindness. Every member of our community is expected to treat others with dignity, work collaboratively across a wide range of backgrounds and perspectives, and contribute to a place where everyone can participate fully and feel valued.

PERSON SPECIFICATION

Job Title: Senior Financial Analyst

Department: Finance

Criteria	Essential	Desirable
Knowledge, Education, Qualifications and Training		
Educated to degree level or equivalent experience.	X	
A finance qualification or equivalent.	X	
A basic knowledge of Higher Education		X
Skills and Abilities		
Excellent accounting, analytical and numeracy skills	X	
IT skills, especially in finance related software and Excel	X	
Good interpersonal skills with the ability to build relationships	X	
Ability to perform effectively under pressure with good personal organisation and time management skills.	X	
Excellent numeracy, analytical skills and attention to detail with an organised methodical approach.	X	
Comfortable working autonomously or as part of a team and understands the importance of working as a team.	X	
A clear understanding of the need for, and practice of, customer focus and customer relations skills.	X	
Ability to find solutions to problems	X	
Experience		
Experience of working in a management accounting or similar environment, ideally in Higher Education	X	
Experience of using finance systems, ideally Agresso	X	
Other requirements		
Self-motivated with open mind and positive attitude.	X	