



Role profile

Financial Analysis Manager

Grade: Senior Executive Officer	Location(s): London, Leeds, Birmingham, Hastings	Job Type(s): Accountancy Analytical Finance Commercial
Salary: £38,654 National/£42,466 London	Profession: Government Finance Profession	Directorate: Group Finance
Contract Type: Permanent	Reporting to Job Title: Finance Business Partner	Closing Date: Sunday 6 th December

Job description

Job summary

Our vision is to put finance at the heart of DfT decision-making through managing processes and systems to create, protect and drive value for money.

You will be an important member of the Finance Business Partner team, delivering assurance on the financial position and performance of the Group so that effective action is taken on a timely basis. In providing regular and robust financial information and detailed analysis to key stakeholders you will ensure high quality financial management is embedded throughout the business.

You will have strong technical and influencing skills to provide advice, challenge and scrutiny to senior colleagues. You will ensure that budgets are well constructed, managed and monitored and support senior managers in the production of business cases and plans to deliver improved performance, reduced risk and better value for money.

Duties and responsibilities

provide expert financial advice and management to stakeholders, challenging and supporting Directors and Budget Holders in managing spend on a portfolio basis

- actively contribute to the development and production of planning including quarterly forecasts and annual budgets

- coordinating and preparing the financial information for Senior Management meetings

- working collaboratively with colleagues and stakeholders to deliver business objectives, actively gaining knowledge and understanding work of the Department

- analyse data and use this analysis to create compelling evidence-based and actionable data stories to share with stakeholders to drive decisions

- summarise and present financial and non financial data and conclusions in the most appropriate format for users and;

- manipulate and link different data sets (for example data on workforce and financial data)

Person specification

Behaviours

Working Together

Encourage joined up team work within own team and across other groups. Establish professional relationships with a range of stakeholders. Collaborate with these to share information, resources and support. Invest time to develop a common focus and genuine positive team spirit where colleagues feel valued and respect one another. Put in place support for the wellbeing of individuals within the team, including consideration of your own needs. Make it clear to all team members that bullying, harassment and discrimination are unacceptable. Actively seek and consider input of people from diverse backgrounds and perspectives.

Seeing the Big Picture

Understand the strategic drivers for your area of work. Align activities to contribute to wider organisational priorities. Remain alert to emerging issues and trends which might impact your work area. Seek out and share experiences to develop knowledge of the team's business area. Understand how the strategies and activities of the team create

value and meet the diverse needs of all stakeholders. Develop an understanding of own area's strategy and how this contributes to Departmental priorities.

Making Effective Decisions

Understand own level of responsibility and empower others to make decisions where appropriate. Analyse and use a range of relevant, credible information from internal and external sources to support decisions. Invite challenge and where appropriate involve others in decision making. Display confidence when making difficult decisions, even if they prove to be unpopular. Consult with others to ensure the potential impacts on end users have been considered. Present strong recommendations in a timely manner outlining the consideration of other options, costs, benefits and risks.

Delivering at Pace

Show a positive approach to keeping the whole team's efforts focused on the top priorities. Promote a culture of following the appropriate procedures to ensure results are achieved on time whilst still enabling innovation. Ensure the most appropriate resources are available for colleagues to use to do their job effectively. Regularly monitor your own and team's work against milestones ensuring individual needs are considered when setting tasks. Act promptly to reassess workloads and priorities when there are conflicting demands to maintain performance. Allow individuals the space and authority to meet objectives, providing additional support where necessary, whilst keeping overall responsibility.

[More information about Behaviours](#)

Strengths

You will be assessed against Civil Service Strengths at interview. For further details, please see the [Civil Service Strengths Dictionary](#).

[More information about Strengths](#)

Ability

Numerical Reasoning Test

[More information about Ability](#)

Technical

Finance Competence Framework – Decision Support, Finance Business Partnering and Change

Level – Working

To be successful in this role, it is critical that you are currently studying towards earning an Accountancy qualification. You'll have demonstrable financial modelling skills and have experience of collating, analysing and interpreting commercial and technical information to produce robust recommendations.

[More information about Technical](#)

Other helpful information you need to know

Level of security clearance: BPSS	Working Pattern: Full-time, Part-time Job share, Flexible working	Contact Information: Stephanie Hargraves Stephanie.Hargraves@dft.gov.uk 07767 490146
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