

## Job Description – Financial Analyst

<b>Job Title:</b>	Financial Analyst
<b>Salary and Pay Band:</b>	£29,598 - £33,661, Band E Level 2
<b>Hours:</b>	35
<b>Job Holder:</b>	
<b>Team (Directorate/ Nation):</b>	Finance (Corporate Services)
<b>Location:</b>	MSNC, 372 Edgware Road, London
<b>Manager:</b>	Business Analyst

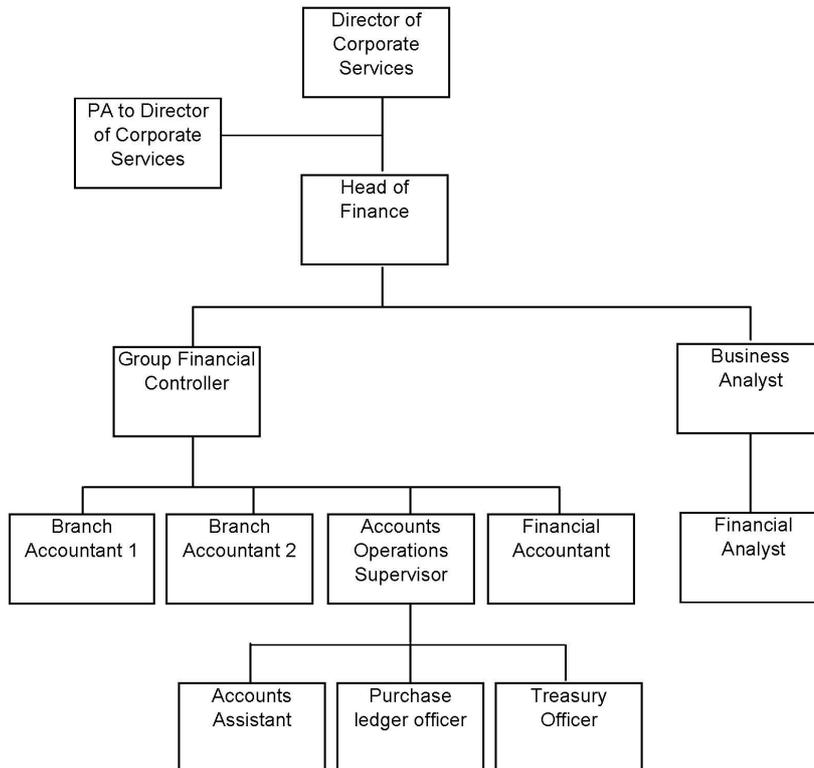
### Part 1: JOB PROFILE

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- 1 MAIN PURPOSE OF JOB:**  
The preparation, development and analysis of management accounting information and provision of a high quality support service to line managers within the Society.
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### 2 POSITION IN ORGANISATION:



The post holder will report to the Business Analyst. They will have contact with various parts of the organisation:

- ◆ Providing advice to budget holders on all aspects of budgetary control.
- ◆ Working with other staff in the finance team.
- ◆ Working with other staff in the Society.
- ◆ Working with volunteers.

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### 3 SCOPE OF JOB:

- ◆ Management accounts preparation
  - ◆ Planning and budgeting
  - ◆ Provide financial information service to management
  - ◆ Financial Support
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## Job Description – Financial Analyst

### 4 DECISION MAKING AUTHORITY:

The post holder will have to use their judgement in advising budget holders on managing their budget which may impact on delivery of that departments objectives.

### 5 QUALIFICATIONS AND EXPERIENCE

#### Qualifications

- Studying for a professional accounting qualification (ACCA, CIMA, CIPFA or equivalent).
- Educated to 'A' level standard.

#### Experience

- Relevant experience in preparation of management accounts in a multi site, decentralised organisation.
- First hand experience of planning, budgeting and forecasting.

#### Knowledge and Skills

- Will need to demonstrate that they can apply theoretical knowledge on relevant aspects of financial analysis into practice.
- Report writing skills. Writing formal reports to Directors, Executive Group and Finance Committee.
- Advanced IT skills (especially in Excel).

#### General Attributes

- Able to manage change and risk.
  - Excellent communication skills and the ability to communicate financial issues with non-finance professionals and volunteers.
  - Problem solving ability.
  - Strong team player.
  - Excellent interpersonal skills.
  - Good planning and organisational skills.
  - Prioritise workload and meet strict deadlines.
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## Job Description – Financial Analyst

### Part 2: MAIN DUTIES & KEY RESPONSIBILITIES

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#### **Management Accounts Preparation**

**40%**

- Process income received journals, ensuring these correctly reflect the income recorded in the Society's fundraising database, and account for any donor restriction or earmarking.
- Prepare month end accruals and prepayment journals.
- Produce monthly management accounts ensure accounts reconcile to nominal ledger.
- Produce Balance Sheet and cash flow statement as required.
- Working with the Business Analyst to update the format of the management accounts or other reports.
- Produce local management accounts for national Councils where applicable.
- Analyse variances and explore potential problems with line managers. Make appropriate recommendations and advise of the impact on the Society.
- Undertake forecast variance analysis at agreed intervals during the year in conjunction with budget holders.

#### **Planning and Budgeting**

**20%**

- Assist the Business Analyst with the planning and budgeting process.
- Provide training to budget holders so that they understand key financial concepts.
- Ensure all budget holders understand the financial information they are sent every month and to answer questions they may have.
- Assist budget holders with preparation of budget templates.
- Collate budget holder planning and budgeting information.
- Produce the budget book.

## Job Description – Financial Analyst

### **Provide financial information service to management 10%**

- Produce reports for the Head of Finance and Business Analyst.
- Produce reports for Finance Committee and Executive Group.
- Investigate possible cost saving areas.

### **Financial Support 30%**

- Provide all budget holders with up to date information in relation to their budgets.
- Under the direction of the Business Analyst or Head of Finance, produce ad-hoc information on the Society's finances to the Executive Group.
- Write and format accounting reports, in order to improve accuracy of information produced and overall departmental performance.
- Working with the Branch Accountants, advise branches on the best use of funds.
- Assist with financial training throughout the Society.
- Work with Supporter Services to ensure the income recorded in the Society's fundraising database is reconciled to the accounting system.
- Work with the Research team to ensure research grant commitment schedules are reconciled to the accounting system.

### **Other Duties**

- The post holder will be working in a developing environment and he/she will therefore be expected to undertake other appropriate duties as required for the effective operation of the MS Society.
- Responsibility for health and safety in the area under his/her control and ensure that he/she is familiar with the Society's policy statement on health and safety at work.
- Respect the unique contribution of every individual and work positively in an equal opportunity and diverse environment



Multiple Sclerosis Society

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### **Health and Safety:**

Responsibility for health and safety in the area under his/her control and ensure that he/she is familiar with the Society's policy statement on health and safety at work.

### **Equality and Diversity:**

Respect the unique contribution of every individual and work positively in an equal opportunity and diverse environment

Job Holder's  
signature

Date:

Print Name:

Line Manager's  
Signature

Date:

Print Name: