

Job Title:	FP&A Analyst
Reports to (job title):	Senior Finance Business Partner
Line Manager to:	N/A
Duration	Fixed Term Contract (12 months maternity cover)

## Job purpose

- The Financial Planning & Analysis role is responsible for delivering accurate and timely financial insights to support strategic decision-making. This includes managing month-end close processes, preparing management reports, leading forecasting and budgeting cycles, and providing analysis that drives performance improvement across the organisation. The role acts as a key link between finance and operational teams, ensuring robust financial control and clear communication of results.

## Key responsibilities

- Your days will be challenging and varied and include but not to be limited to:
- Manage month-end processes including pre-close activities, journal postings, and preparation of board reports and packs.
- Consolidate financial results across business units, review exceptionals and non-EBITDA items, and ensure accurate interest accruals.
- Co-ordinate and assist quarterly forecasting and annual budgeting cycles, including set-up of forecast and budget files, consolidation, and variance analysis.
- Prepare and deliver flash results, trend reports, profit and loss, and other performance dashboards for senior leadership.
- Review and update capital expenditure forecasts, monitor cost centres, and ensure timely completion of business unit submissions.
- Maintain chart of accounts, manage creation of new cost centres and general ledger accounts, and provide support for finance systems and reporting tools.
- Coordinate external submissions, ensuring timely and accurate data collection and reporting.
- Provide financial analysis and reporting for senior management, and support business units during forecasting and budgeting periods.

- Identify opportunities to streamline reporting processes, improve data accuracy, and enhance efficiency through system and template updates.
- Liaise with business units, payroll, IT, and senior finance teams to ensure alignment on financial processes, deadlines, and reporting requirements.
- Develop and improve accuracy of FTE reporting across the organisation

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

### Care

- Inspire
- Understand
- Communicate

### Think

- Challenge
- Improve
- Learn

### Do

- Accountability
- Involve
- Resilience

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

### **Nursing or registered healthcare professionals**

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

### **Skilled non-registered staff**

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### Essential

- An ambitious individual looking to grow and team player with a “can do” attitude
- A professional accounting qualification (ACA / ACCA / CIMA).
- Ability to actively engage business stakeholders and to respond to queries in a collaborative manner
- Minimum of 3 years FP&A experience
- Strong financial modelling and advanced Excel skills.
- Strong understanding of month-end close processes, budgeting, and forecasting cycles.

### Desirable

- Experience with financial systems and reporting tools (e.g., Business Central, Jet Reports).

Employee signature

---

Manager signature

---