

MTVH ROLE PROFILE



Date:

Role Title (External)	Financial Analyst	Directorate	Finance	Location (based)	Waterfront House or The Johnson Building: Farringdon
Reports To	Finance Business Partner	Function / Team	Finance Operations: Customer Services	Geographical Spread	
Direct Reports (Number)	Zero	Budget Sign-Off Approval Level	Approved by Exec	Suitable for Agile Working Options	Yes ☒ No ☐
DBS Check Required	Yes ☐ No ☒ If Yes for DBS check, which level is needed? Enter statement below as applicable.			Driving Licence	Yes ☐ No ☒
				Insurance check required	Yes ☐ No ☒

NO DBS REQUIRED

Overall Responsibility: Responsible for assisting managers in making informed business decisions by analysing finance data. They will be responsible for exploring the available data to establish important facts and statistics that may help to render a true picture of performance. The analyst will also assist in developing processes and designing reports to boost the business intelligence.

Key Responsibilities and Outcomes

- Ensure data integrity and provide timely and accurate performance and management data to support decision making for month end, forecasts, budgets, contract reviews, negotiations and tenders.
- Collect, validate, analyse and interpret finance data, working in conjunction with other departments to provide robust information for reporting, planning and option appraisal processes.
- Provide assistance and coaching to colleagues to analyse and use finance information.
- Highlight instances of data integrity issues that impede effective management or analysis.
- Identify changes to the information and reporting systems required and liaise with IT services to ensure requirements are addressed.
- Ensure the effective handling of complex data together with the administration of all records so that they are up to date and accurate.
- Ensure that services provided maintains and enhances finances reputation in the organization.
- Establish, maintain and update records to ensure accurate recording of completed works on relevant systems.
- Ensure performance criteria are monitored and reported on.

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• Develop a range of approaches and techniques to engage and involve the business. • Assist in projection of future needs of stock and associated budgetary requirements.	
Personal Competencies	Skills / Experience / Knowledge
• Work collaboratively with colleagues in other teams to improve service effectiveness • Work cross-functionally to achieve targets and standards by joint working with other service areas	• Work experience within a large finance team • Proven ability to conduct detailed quantitative analysis to underpin evaluation and research across a broad range of projects. • Well-developed communication skills, able to build and sustain working relationships with key stakeholders. • Highly numerate – ideally part / qualified accountant • Excellent Excel skills – pivot tables and lookups • Able to demonstrate strong attention to detail and analytical approach. • Able to present and communicate outputs effectively. • Able to source and manage large data sets within a business intelligence or data warehouse environment. • Able to spot trends and suggest reasons for service improvement / deterioration in order to inform internal customers. • Strong commitment to customer service and overall service excellence.
General Responsibilities	
• To understand and comply with MTVH's safeguarding, safety and compliance policies, procedures and processes and support a positive safeguarding, safety and compliance culture across the organization. • Actively and effectively promote the organisations corporate values of Care, Dare, Collaborate. Role modelling appropriate behaviours and acting with the highest level of professionalism and integrity. • Play an active role in contributing to effective cross team working and provide cover for colleagues as required. • To maintain confidentiality with personal information and data regarding our customers, employees and stakeholders at all times ensuring compliance with the Data Protection Policy. • To comply with MTVH's Health and Safety policies, procedures, and processes and to promote health and safety compliance for all. • To act at all times within MTVH's policies, procedures and code of conduct and uphold MTVH's commitment to Equality and Diversity This profile only contains the main accountabilities relating to the job and does not describe in detail all the duties and tasks required to carry them out. You may be required to perform any reasonable tasks comparable with the level of responsibility at the request of your manager. MTVH reserves the right to alter the content of this job profile to reflect changes to the organisation or the services it provides.	

Other Requirements (e.g. driving licence needed etc). Information about “other requirements” can be found in the Guidelines for Completing Roles Profiles document.