

**Financial Analyst - Development  
Finance Department  
Salary up to £38,000 plus attractive benefits  
12 months fixed term contract**

The Royal Academy of Arts is one of the UK's leading arts institutions, famous for its world class exhibitions including Van Gogh, Anish Kapoor and David Hockney. An opportunity has arisen for an experienced Financial Analyst to join our Finance team.

Reporting to the Head of Decision Support, we are looking for a part qualified or qualified Accountant with practical experience of management accounting and control procedures. You will undertake the day-to-day management of accounts for the Development department (incorporating Project Giving, Major Gifts and Regular Giving & Events).

An energetic self starter, you will have the ability to plan, manage and control complex workloads to tight deadlines. You will also have specialist SUN Accounts systems experience along with excellent spreadsheet skills.

You will need a confident manner, working closely with non-financial staff and senior management and will have the ability to ascertain and explain the budget impact of all aspects of development accounts. As such, the ability to establish good working relationships within the RA is essential.

**To apply for this job, please send your CV and cover letter to  
[recruitment@royalacademy.org.uk](mailto:recruitment@royalacademy.org.uk)**

**Suitable candidates will be invited for interview within two weeks.**

## **JOB DESCRIPTION**

**Job Title:** Financial Analyst - Development  
**Department:** Finance  
**Reports to:** Head of Decision Support

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## **MAIN OBJECTIVES**

Reporting to the Head of Decision Support

- To provide timely and accurate management accounting information and to further develop reports to enable performance evaluation, budgetary control and to promote accountability.
- To provide decision support and to act as a business partner to the Development Department ("Development").

## **MAIN DUTIES**

1. Produce timely and accurate monthly management accounts for designated departments in line with the reporting timetable. This includes preparation of accruals and prepayments journals and importing these into SUN Accounts.
2. Work closely with Development to ensure that all revenues and costs are captured and reported accurately in line with the reporting guidance and within the reporting timetable; to provide variance analysis for actual versus budget/forecast and to ensure that authorisation procedures are duly followed.
3. Provide financial analysis and variance reporting for all areas pertaining to the management accounts for inclusion in the MIP (management information pack) as well as for the MTP (medium term plan) and other management information. Develop and report on key performance indicators (KPI) pertaining to Development activities as part of the MIP / MTP and similarly provide variance analysis.
4. Produce the Friends' Board Report and support the Deputy Director of Development (Friends) in providing the monthly "Flash Report".
5. Take ownership of the Development subscription models and streamline these such that scenario analysis can be easily undertaken.
6. Work closely with Strategy and Development on any ad hoc projects as required
7. Work closely with Strategy and Development in the annual update of the MTP, in particular in modelling new business initiatives.
8. Regularly meet and liaise with Development to ensure appropriate reporting and budgeting / forecasting.

9. Provide reports and transaction listings to departments for reconciliation purposes (e.g. comparing SUN records to Raisers Edge) and to co-ordinate, manage and prepare the quarterly SUN/Raisers Edge reconciliation.
10. Provide decision and business partnering support in the budget and reforecast process, as well as consolidating departmental input (collecting, recording and processing the relevant data) and importing the final budget/reforecasts into SUN Accounts.
11. Liaise with external auditors and compile year end schedules for the annual audit, as required by the "Prepared by Client" list.
12. Deal with internal and external enquiries.
13. Keep the Head of Decision Support and Finance Director informed of any key activities or initiatives impacting financial performance as they arise within Development, including updates to identified budget and reforecast "risks and opportunities".
14. Finance stakeholder on Development initiatives, including pricing analyses for various Membership tiers, including Friends, Patrons and Corporate Membership.
15. Undertake any other duties or projects, which may reasonably be assigned by the Head of Decision Support, Finance Director or other Senior Officer.

## PERSON SPECIFICATION

- Qualified accountant or part-qualified (with a positive approach to undertaking further study towards professional accounting qualification)
- Experience of a subscription based business desirable
- Excellent analytical skills
- Demonstrable experience of management accounting and control procedures is essential.
- Strong skills in financial systems – preferably SUN Accounts, in particular experience of Vision / Executive. IPOS experience would be an advantage.
- Excellent IT skills; advanced user of Excel and PowerPoint.
- Ability to plan, manage and control complex workloads to tight deadlines.
- Well organised with a methodical and accurate approach to work.
- An active approach to improving processes and developing the use of systems.
- Strong written and oral communication skills.
- Ability to advise non-specialist colleagues and non-financial managers on complex technical financial matters.
- Establish positive, productive working relationships and work closely with internal colleagues.
- Excellent attention to detail.
- Flexible and co-operative approach to work as a team member initiating and building on ideas, prepared to work to deadlines and to see projects through to completion.
- An interest in the visual arts and a commitment to the aims and objectives of the RA.