

**Financial Analyst - Business Intelligence (BI) and Operations Support
Finance Department**

**Salary up to £38,000 pro rata, dependent upon experience and qualification
6-month contract with potential to become permanent**

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 Operations department (incorporating IT, Building & Estates and Finance) as well as manage reporting for all BAU capital expenditure. Furthermore the role will assist the Head of Decision Support in providing RA wide KPI reporting and analysis and will include support on a project to develop more automated BI and MIS (Management Information Systems) reporting.

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 and attention to detail.

You will need a confident manner, working closely with non-financial staff and senior management. As such, the ability to establish good working relationships within the RA is essential.

Please note that this position will be based initially in Piccadilly and will relocate to Blackfriars in July 2015.

**To apply for this job, please send your CV and a covering letter to
recruitment@royalacademy.org.uk**

Suitable candidates will be invited to interview within two weeks.

JOB DESCRIPTION

Job: Financial Analyst - Business Intelligence (BI) and Operations Support
Department: Finance
Reports to: Head of Decision Support

MAIN OBJECTIVES

Reporting to the Head of Decision Support

- To provide decision support and to act as a business partner to the IT, Building & Estates, HR and Finance departments, including producing timely and accurate monthly management accounts, budgeting and forecasting.
- To assist the Head of Decision Support in providing RA wide KPI reporting and analysis and ensuring the integrity of data and financial systems, including support on a project to develop more automated BI and MIS (Management Information Systems) reporting.

MAIN DUTIES

1. Produce timely and accurate monthly management accounts for the support departments of IT, Buildings & Estates, HR, Finance and other designated departments in line with the reporting timetable. This includes preparation of accruals and prepayments journals, importing these into SUN Accounts as well as analysis and commentary to highlight particular areas of concern, for further investigation and discussion.
2. Capital expenditure reporting for all BAU capital spend, including month end reporting, forecasts and budgets. This includes a major plant upgrade programme over the next few years, but excludes the Masterplan building project for the development of the RA's 6 Burlington Gardens and Burlington House properties.
3. Maintain the fixed asset register and also account for and report on depreciation for month end reporting, forecasts and budgets.
4. Liaise with budget holders and relevant departments to ensure that all 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.
5. Provide financial analysis and variance reporting for all areas pertaining to the management accounts for inclusion in the MIP (management information pack) provided to the Executive Board, as well as for the Medium Term Plan (MTP) and other senior management information. Develop and report on key performance indicators (KPIs), in particular for Capital (Plant and operational Capex) analysis.

6. Produce the monthly MIP (management information pack) consolidating Executive reports and KPI analysis and perform first line review on a timely basis each month end. Assist the Head of Decision Support with RA wide commentary and analysis as required.
7. Act as business partner to the support departments in the financial planning process, in particular the MTP in support of the Strategy team; annual budget and quarterly forecasts, as well as consolidating departmental input (collecting, recording and processing the relevant data) and importing the final budget/reforecasts into SUN Accounts and ensuring that all reporting deadlines are met.
8. Business partner to Building & Estates department for capital projects, develop the 5 year works schedule and enabling fluidly in the movement of these works, so that it is captured with the financials.
9. Produce the forecast and budget MIP (management information pack) consolidating Executive reports and KPI analysis and perform first line review on a timely basis. Assist with the Head of Decision Support with RA wide commentary and analysis as required.
10. Take ownership of SUN Executive reports including maintenance of reports for forecasts/budgets. Liaise with external consultants for any support matters arising.
11. Produce the Weekly KPI dashboard for distribution to the RA, ensuring think cell graphs are accurately updated.
12. Assist the Head of Decision Support on business intelligence projects, including the prospective budgeting/forecasting system implementation and BI/MIS reporting projects, as required.
13. Assist the Head of Decision Support in providing RA wide ad-hoc analysis as required.
14. Finance stakeholder for any project in Support departments, such as the IT offsite move.
15. Liaise with external auditors and compile year end schedules for the annual audit, as required by the "Prepared by Client" list, including capital commitments.
16. Keep the Head of Decision Support and Director of Finance informed of all activities or initiatives impacting financial performance as they arise, including updates to identified budget and reforecast "risks and opportunities".
17. Undertake any other duties or projects, which may reasonably be assigned by the Head of Decision Support, Director of Finance or other Senior Officer.
18. Ensure that Health and Safety policies, procedures and regulations are known, understood and complied with by yourself, your team (if applicable) and any contractors, suppliers and all others who work with the team.

PERSON SPECIFICATION

- Part-qualified (with a positive approach to undertaking further study towards professional accounting qualification) or qualified accountant.
- 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.
- Experience of using a financial planning system for budgeting/forecasting would be an advantage
- Excellent IT skills; advanced user of Excel and PowerPoint. Thinkcell also desirable.
- Excellent attention to detail.
- 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.
- Excellent analytical 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.
- 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.