**Job title:** **Financial Planning and Analysis Controller**

**Responsible to: Director of Commercial Finance and Planning**

**Responsible for: FP&A Team**

**Accountable to:** **CFO**

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**Our Values**

## Fulfilling Lives is our core purpose

## Every one of us makes a difference is the belief that drives us

## Caring, Passionate and Teamwork are the values that underpin everything we do

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## Job Summary

Lead all aspects of the business planning cycle. Equip the business with performance or market insight that guides and drives decisive action and the investor with analysis and insight that explains business performance, trend, and outlook.

### Key Responsibilities

* Coach the FP&A team to be output driven, consistently high-performing, and able to react and respond to the changing needs of the business.
* Lead all aspects of the annual planning cycle, including.
  + Setting the timetable and process for the annual budget cycle owning and delivering regular communication across the various stakeholder groups throughout
  + Using top-down planning to set phased targets for key business drivers at area and segment level
  + Tight marshalling of all change-control, updating stakeholders and summary financial position throughout
  + Shaping the budget presentation to clearly articulate the key stories, themes, and challenges
* Deliver regular planning updates through the financial year, including.
  + Short and mid-term forecasting with supporting commentary, making clear assumptions and dependencies
  + Cash flow forecasting and scenario planning, including impact on banking covenants
* Develop and deliver investor reporting and insight, including.
  + Monthly performance updates
  + Ad hoc analysis to support investor planning
  + Exit and opco / propco planning
* Equip the business with insight to drive action, including.
  + Delivering insight, analysis and presentations to the COO and Director of Commercial Finance and Planning for use at the Ops Exec Board and its sub-committees
  + Trends in business segment performance and remaining gap to mature profitability
  + Analysis of movement in major cost drivers e.g., hours and pay rates for the staff cost line
  + Benchmarking of key performance drivers between business segments and between homes in the same segment
  + Post implementation review of key initiatives or investments
  + Forward view of inflationary impact on margin by business segment
  + Deeper understanding of how new build home performance evolves versus expectation and between schemes
* Take ownership of the Vena planning tool, ensuring.
  + Vena continues to facilitate the annual planning processes and is leveraged to drive further enhancements to process and outputs
  + The use of Vena is expanded beyond the planning cycle to drive accessible business insight and analysis

**Safeguarding of Vulnerable Adults / Mental Capacity Act**

To complete training on Safeguarding of Vulnerable Adults and the Mental Capacity Act and be able to understand and implement SVA and MHA policies and procedures taking responsibility for reporting any safeguarding concerns to the senior person on duty or on-call RD

### Health and Safety

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974, to:

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.
* To ensure that adequate measures are taken to protect the health and safety of all staff including the maintenance and upkeep of a safe environment.

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company’s ISO27001 accreditation.  This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

* This list of duties and responsibilities is by not exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.
* This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

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| **Name of post holder** |
| **Signature Date** |

##### Person specification

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| **Criteria** | **Essential** | **Desirable** |
| Qualifications | * Strong academic qualifications * A professionally qualified accountant with a minimum of 5 years PQE |  |
| Experience | * Leading a team in the area of planning and analysis * Senior role within complex, multi-site business * Demonstrable track record in positive influence of business performance * Regular board and / or investor level exposure |  |
| **Technical Skills** | * Advanced Excel and modelling * Cash flow and balance sheet production * Good working knowledge of financial reporting standards |  |
| **Personal Qualities** | * Calm and considered approach * Takes satisfaction from coaching and developing others * Open communicator * Driven by improvement and adding value * Able to balance pressure of keeping multiple work streams progressing |  |