##### JOB DESCRIPTION

**JOB TITLE: Capital Programme Analyst**

**RESPONSIBLE TO: Senior Development Manager**

**Care UK’s Values**

* Passionate
* Caring
* Teamwork

## Job Summary

To work within the Care UK Property team to accurately track, forecast and review capital expenditure spend in accordance with agreed policies and ways of working. This new role will be the key interface between Property and Finance teams.

The post-holder will regularly liaise directly with senior management to provide insight, reliable projections and assurance over the control environment.

The candidate should exhibit initiative, enthusiasm and a strong willingness to learn and develop, individually and as part of the team.

### Key Responsibilities

* Working closely with senior management, within the Property and Finance teams, to support the business in achieving a strong control environment, providing insight and reliable outlook forecasts for the business’s key capital programmes.
* Ensuring compliance with policies and ways of working to embed a strong capital project control environment, including:
  + Completing, for each major project or workstream, the 'Capital Expenditure Request’ (CER) form to obtain sign off, in accordance with the authority matrix, for the CER budget required to deliver the planned works
  + Recording initial project CER budget in an agreed Property project tracking tool – extracting key information from CER form
  + Determining coding by liaising with Financial reporting team and (if required) set up of cost centre / code - liaising with Business Systems (BS) and Accounts Payable (AP) as required to set up in system
  + Raising Purchase orders (PO based on CER) with suppliers, mandating use of prescribed coding
  + Ensuring related project invoices are recorded correctly according to the project coding - liaising with AP team as required
  + Recording invoices on project tracker against original project 'CER budget'
  + Undertake first stage approval of invoices, following confirmation with Property Managers that works have been completed to satisfactory standard, ensuring that the invoice has been correctly coded.
  + On a monthly basis reconciling project balances to the Property team project tracking tool, with Finance reporting team assistance, as required
* Building strong working relationships with key members of the Property project and Finance reporting teams to support the planning processes, to include:
  + Working with senior management to assist with the annual budget setting process
  + Acting as the interface between Finance and Property teams to track the allocation of approved projects (CER budgets) from overarching annual budget allocations by project type (Capital Asset Replacement, Health & Safety, Projects, etc).
  + Attendance at monthly project Finance meetings, with both internal parties and external Property consultants, to build valuable knowledge on each programme stream, enabling reliable forecasting
  + Liaising with Property managers to prepare month by month phased outlook for the remaining spend to come on each project. Providing challenge and capturing risks and opportunities
* Providing critical insight on capital programmes, to include:
  + Supporting Finance and Property teams with analysis of project spend and presenting the results of the analysis to management.
  + Liaising with Property managers to identify any expected project overruns against original CER budget. In accordance with the authority matrix, anticipated overruns greater than an agreed percentage of CER budget must be approved by completing the ‘Capital Expenditure Overrun Request’ (CEOR) form
* Active and constant improvement of processes and practices together with compliance monitoring, including the ongoing maintenance and continued development of the policies and procedures.
* This list of key responsibilities is not exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as reasonably required

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * GCSEs (or equivalent)   including English and Maths, A Levels | * Degree Educated * AAT Qualified or ACCA/CIMA studier |
| Experience | * At least 3 years of Commercial experience * Background knowledge of Accountancy practices – development opportunities with this role * Good working knowledge of Microsoft Office products (Excel, Outlook, PowerPoint and Word). | * Previous experience of internal processes and controls * MS Excel to pivot tables, lookups and ‘if’ statements |
| **Technical Skills** | * Excellent attention to detail with a particular focus on financial reporting * Advanced MS Excel skills * Excellent communication skills both written and verbal * Possesses good numerical skills * Good systems knowledge and skills * Strong analytical skills (the ability to provide insight) with the capability to understand a task as well as perform it * Excellent organisational skills and methodical approach. * Advanced customer service skills * Good time management and planning skills |  |
| **Personal Qualities** | * Ability to work well under pressure and to tight deadlines * Keen to learn and improve own performance * Committed to communicate with customers to understand their needs and provide challenge * Will go the extra mile to help fulfil customers’ needs * Has a ‘can-do’ attitude to work * Ability to work unsupervised and maintain professional standards * Personable, professional and approachable manner * Flexible and adaptable | * Ability to challenge the status quo and ensure continuous improvement |