

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Financial Reporting & Analytical Lead
<b>MANAGED BY:</b>	Head of Finance
<b>GRADE:</b>	11

### BACKGROUND

The West of England Combined Authority is seeking to appoint a Financial Reporting & Analytical Lead to join the Finance team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

### THE ROLE

The Financial Reporting and Analytical Lead will play a critical role in the West of England Combined Authority's financial management by providing regular and ad-hoc financial reporting and analysis. The successful candidate will need to demonstrate strong analytical skills, attention to detail, and the ability to present financial data effectively to support strategic decision making.

### KEY RESPONSIBILITIES

- Work closely with the Head of Finance and Senior Finance Business Partner to gain a comprehensive understanding of their analytical needs and requirements for effective decision support within the Mayoral Combined Authority.
- Foster a collaborative relationship to align financial reporting and analysis with organisational objectives and strategic goals.
- Play a key role in supporting and consolidating the annual budgeting and

forecasting processes by providing financial expertise and collaborating with the wider finance team.

- Ensure the production of an accurate and balanced budget that aligns with the financial goals and priorities of the Mayoral Combined Authority.
- Take responsibility for the consolidation and delivering both regular and ad-hoc management accounting reports tailored to the specific needs of the Corporate Leadership team.
- Customise reports to provide actionable insights, allowing leadership to make informed decisions based on timely and accurate financial information.
- Design, develop, and ensure the maintenance of concise, relevant and timely performance dashboards for senior management, highlighting areas of significant risk and key trends.
- Ensure analytical information and dashboards provide a real-time snapshot of key financial issues and facilitate proactive and strategic decision-making.
- Offer decision support to the leadership team by providing valuable insights, conducting scenario analysis, and developing financial models.
- Identify financial risks and opportunities through data analysis and collaborate with Finance Business Partners and the Financial Accountant ensuring that issues, solutions and dependencies are suitably captured, reported, reviewed, escalated and mitigations/intervention implemented and tracked effectively.
- Work proactively with the Finance Teams to produce financial and commercial analysis to support the development and implementation of financial strategy, capital strategy, policies and service reviews.
- Develop clear and concise presentations of management accounting and monitoring reports, translating detailed financial data into simple actionable insights.
- Analysing current data as part of the monthly monitoring accounts to explain trends and identify root causes and develop short, medium and long-term plans/solutions.
- Deliver robust financial and commercial analysis for business cases including signing-off financial implications for reports and other reviews as required.
- Work with colleagues to be an effective liaison point between the business, the Finance Team and Government Departments to ensure completion of statutory returns.
- Lead and undertake complex strategic financial modelling to evaluate project / decision proposals.
- Attend and provide financial and commercial advice at Departmental Management Meetings, Approval Boards and Project Teams as appropriate.
- Oversee appropriate training in reporting requirements (such as 'show and tell, lunch and learns, drop-in surgeries and how-to guides) to ensure update and adherence to accurate and consistent reporting. Include gathering of lessons learned to allow for iterative improvements.
- To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Must be a fully qualified member of an accountancy body recognised by CCAB
- Demonstrates evidence of continuing professional development relating to the above.

#### Experience

- Extensive experience working at a senior level within a Finance function, demonstrating a depth of knowledge and understanding of senior management's financial needs.
- Previous roles in management accounting, with a track record of delivering both regular and ad-hoc reports tailored to the specific needs of senior management.
- Proven experience supporting annual budgeting and forecasting processes, ensuring accuracy and alignment with organisational goals.
- Demonstrated experience leading financial initiatives, contributing to the development of financial strategies, and providing financial leadership within the organisation.
- Hands-on experience leading complex financial modeling efforts to evaluate project and decision proposals.
- A track record of providing decision support by offering insights, conducting scenario analysis, and developing financial models.
- Demonstrated expertise in developing clear and compelling reports, adept at transforming raw data into visually accessible formats that facilitate decision-making.
- Experience in evaluating project and decision proposals through strategic financial modeling, ensuring thorough analysis of financial implications.

#### Skills and Competencies

- Ability to provide strategic financial leadership within the organisation, contributing to the development of financial strategies aligned with overall business goals.
- Strong analytical skills with a focus on analysing financial data, identifying trends, and delivering regular and ad-hoc reports tailored to the needs of senior management.
- Proven ability to lead complex financial modeling efforts, evaluating project and decision proposals with a keen understanding of financial implications.
- Demonstrated proficiency in providing decision support through offering insights, conducting scenario analysis, and developing financial models to aid strategic decision-making.

- Demonstrate the ability to work accurately under pressure with frequent changes of priority.
- Strong communication skills with the ability to develop clear and compelling reports, translating complex financial data into easily understandable visual reports that aid decision-making.
- Competence in evaluating project and decision proposals through strategic financial modeling, ensuring a comprehensive analysis of financial aspects.
- Advanced proficiency in Microsoft Excel.
- Ability to align financial initiatives with the broader strategic goals of the organisation, ensuring financial strategies are in harmony with overall business objectives.
- Influencing and negotiation skills in a range of environments.
- Ability to balance logical and analytical approach to decision making whilst bringing innovative solutions to complex problems.

#### DESIRABLE

##### *Qualifications and Knowledge*

- Experience in a Public-Sector Organisation

#### REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all the latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

*As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.*

## WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £15.17 - higher than the government minimum for over 23s, currently £10.42 per hour



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

## WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.

The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work and engagement & voice.

