

# JOB DESCRIPTION

*This job description outlines the key accountabilities of, and output required from, the postholder. It is not a definitive list and the role may well change and evolve over time.*

<b>Name:</b>	xxx
<b>Job title:</b>	Financial Analyst
<b>Department/location</b>	Canterbury
<b>Report to:</b>	Group Finance Director
<b>Role:</b>	
<i>This role is to support a forward-thinking company committed to excellence and quality in its education business. As growth continues, now seeking a diligent and detail-oriented Finance Analyst to join the finance team. This individual will be partially through their accountancy qualification, with continuation supported and encouraged through to completing their studies.</i>	
You will be responsible for the following key tasks:	
<ul style="list-style-type: none"><li>• Support the month-end close, undertaking required journal entries, calculating the appropriate prepayments and accruals, reconcile income and cost data, to ensure appropriate entries are booked in the ledger to reflect a true and wholistic month-end position.</li><li>• Undertake monthly scrutiny of the ESFA levy payments and produce reconciling reports, showing discrepancies that need to be resolved.</li><li>• Support the bi-weekly invoice payment and approval process.</li><li>• Routinely undertake bank account, control account reconciliations, and resolve differences in a timely and efficient manner.</li><li>• Assist in producing the management accounts and financial analysis for board presentations.</li><li>• Support the preparation of the monthly rolling P&amp;L plus cashflow forecasts;</li><li>• Assist with the delivery and build of budgets and forecasts, highlighting trends and analysing material variances</li><li>• Calculate and reconcile the required monthly cross-charges and income between the companies within the Group, to support the dual ledgers' closing.</li><li>• Provide support to the Financial Controller on preparing the quarterly VAT return.</li><li>• Support the preparation of the year-end financial statements required, to ensure an efficient audit process, and filing of statutory accounts.</li></ul>	

- Extract and manipulate data to present insightful analysis to stakeholders across the business, and provide ad-hoc financial reports as required.
- Assisting with the development of financial models.
- Engage with the wider business to improve the business partnering function, and provide advice and consultancy as required on financial matters.
- Provide ad-hoc support to the financial management team, on financial matters and analysis as asked and required.

### **Person Specification**

You will be a part qualified accountant, with strong data consolidation, intermediate/advanced Excel skills, a close attention to detail, a logical approach, strong organisation and time management abilities, who enjoys collaborating and communicating with cross-functional teams, alongside working effectively as part of the finance team. Previous experience working within the apprenticeship sector would be desirable, but not essential.

Support towards completing your accountancy qualifications through study support will be provided, once a probation period is completed.

*The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.*

**Date: 7th July 2025**