



# JOB DESCRIPTION

1. JOB SPECIFICS	
Job Title:	Learning Financial Planning and Commercial Analyst
Reports to:	Finance Director, Learning
Location:	London, International House
Department:	Finance

2. ABOUT THE ROLE	
What you'll be doing?	<p>Responsible for delivering forecasting, scenario planning and budgeting</p> <p>Responsible for insightful and action-orientated analysis of the Learning business</p> <p>Requiring both commercial and analytical skills, the position offers the right candidate the opportunity to make a significant contribution to the performance of the Learning business. The Analyst working with the FD will also review current practices, and will have the opportunity to make and implement recommendations for improvement across Learning.</p>
Key Responsibilities	<p>Assist in the design, implementation and execution of all planning including 3 year plans, annual budget process and regular reforecast cycles</p> <p>Maintain &amp; Develop high quality financial models and analyses to support strategic initiatives</p> <p>Analyse the financial results with respect to performance against budget/forecasts</p> <p>Work with the business to refine a set of relevant key performance indicators, collate and report these on a monthly basis</p> <p>Develop and automate reporting and analysis tools across the functions within Learning</p> <p>Monitor both financial and non-financial performance indicators, highlighting trends and analysing variances to plan</p> <p>Support Financial Controller and Group Reporting team analysing and reporting on monthly financial performance</p> <p>Ad-hoc work as required by Exec &amp; CFO</p>
KPIs & SLAs	<p>Timely production of forecast and budgets (in line with set deadlines)</p> <p>Timely analysis of performance and presentation of content and conclusions</p> <p>Comparison of actuals vs forecast / budget</p>
Key Working Relationships	<p>Develop strong working relationships with the Group Reporting and FP&amp;A teams, CFO and operational teams across the Group</p>

	<p>Day-to-day interactions will be with:</p> <p>Finance Director, Learning</p> <p>Function Learning Heads (Sales/Operations/Marketing)</p> <p>Head of Financial Planning &amp; Analysis,</p> <p>Management Accounts Teams</p> <p>Sales operations and other Data Analysts</p>
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### 3. ABOUT YOU

Skills & Abilities	<p>Attention to detail</p> <p>Advanced Excel &amp; PowerPoint skills, Power BI skills desirable</p> <p>Outcome orientated with strong commercial acumen</p> <p>Solid problem solving and analytical skills</p> <p>Articulate with strong verbal and written communication</p>
Your Experience	<p>Minimum 5 years' experience in an FP&amp;A role</p> <p>Budget preparation</p> <p>Forecasting</p> <p>Business insights and analysis</p> <p>Advanced Excel modelling</p> <p>Preparing information for board level</p> <p>Worked in a fast-paced environment</p>
Your Knowledge	<p>Knowledge of Training industry is desirable but by no means essential</p>
Your Qualifications	<p>Minimum part-qualified ACA, CIMA, ACCA</p> <p>Excellent Academic Record</p>
What you'll bring to QA	<p>Passionate about providing support to the business; drive and enthusiasm to use management reporting to identify and deliver financial or operational improvements</p> <p>Strong project management and organisational skills</p> <p>Ability to use initiative, anticipate issues and develop practical solutions in a collaborative manner</p> <p>Flexibility to adapt to changing priorities</p>

### 4. ABOUT QA

About us	<p>We shape the next generation of technologists, leaders and innovators.</p> <p>By powering potential - the potential of over a quarter of a million learners a year. We empower them to push boundaries and thrive in the workplace.</p> <p><b>Why we do learning</b></p> <p>For over 30 years, we've worked in technology - where the impact of great learning is changing the world.</p> <p>A bold statement, but hear us out. We are right at the centre of a</p>
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	<p>technological revolution. Devices are not just connecting people, cities and countries - they are connecting to each other, collecting data and using it to learn and make themselves better. Soon we will have cars that can drive themselves, fridges that make sure we never run out of milk and computers that can learn from their own mistakes.</p> <p>Driving this revolution? People. And this is where we come in.</p> <p>People advancing their knowledge in technology - to enrich society - build a new culture - better how we live our lives, and how we work together.</p> <p>People are learning to use technology to drive phenomenal change. This is our passion - powering their potential.</p>
<p>We promise to be</p>	<p><b>Bold</b></p> <ul style="list-style-type: none"> <li>○ Ambition is great. We set ambitious targets - holding ourselves and others to ever-higher standards.</li> <li>○ We contribute (insightfully) to the debate inside and outside QA.</li> <li>○ We move. Quickly. We respond to your needs - fast.</li> </ul> <p><b>Collaborative</b></p> <ul style="list-style-type: none"> <li>○ We spend time getting to know you - our learners and our customers - to earn your trust.</li> <li>○ We connect a solution to your problem - we have tonnes of different services to help you.</li> <li>○ We're the positive person who actively gets stuck in to solving problems.</li> </ul> <p><b>Progressive</b></p> <ul style="list-style-type: none"> <li>○ We embrace change - and support it.</li> <li>○ We challenge ourselves to use the latest technologies and methods - no matter how out there.</li> <li>○ We're curious - about what you do, about what the person next to you does, about our customers and our learners.</li> </ul>

<p>What's on offer?</p>	<p>Learning is not just a service we provide, it's a way of life at QA, and we try to ensure that everyone has the opportunity to take advantage of our huge and varied range of learning and development options, so everyone is eligible for 3 <b>Training Days</b> every year, to focus on subjects they're interested in.</p> <p>We also know that many people like to "give back" and so we offer 2 paid <b>Charity Days</b> each year to support your chosen charity in whatever way you choose. And if you get involved in charity fundraising, QA will also double any sponsorship money raised, up to £250. This is over and above the charitable activities that we encourage through our annual QA fundraising drives - you can get involved with this as much or as little as you like. We see it as a great way to foster team building too.</p> <p>We all need to take time out to recharge our batteries from time to time and enjoy some down time, so we provide a fairly generous 25 days' holiday per annum (rising to 28 days after 5 years) - with the option to buy more if you wish.</p> <p>It's important, too, to plan for the future and ensure we are able to maintain the lifestyle we have worked so hard to achieve, once we retire from the hurly burly and slow down to enjoy our later years, so we offer a defined contribution pension plan and will match your contributions up to a maximum of 3% of your basic salary.</p> <p>Then there are two of our core benefit offerings, not the most exciting, but we consider it important to ensure everyone has the peace of mind provided by Life Assurance (4x your basic salary) and Permanent Health Insurance (after a qualifying period) in the event that ill health, or worse, disrupts our plans.</p> <p>And finally, a few fringe benefits to assist with travel and lifestyle choices:</p> <ul style="list-style-type: none"> <li>○ Season ticket loan</li> <li>○ Corporate gym membership</li> <li>○ Cycle to work scheme</li> </ul>
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