

Job Description – Finance Project Analyst

Job Purpose

To assist the Finance Projects Supervisor to deliver an effective, efficient and robust financial management of KTN's projects and high-quality support to Budget Holders, Project Leads and Directors. Assisting with improving processes, policies and maximising relationships with stakeholders, both internal & external.

Reporting to: Finance Projects Supervisor

Grade: Business Support Manager (BSM2)

Salary: £30,000-£35,000 PA Depending on experience

Location: KTN Harwell Office. Travel to other KTN locations as required.

Key accountabilities

- Managing projects finance reporting requirements
- Ensuring that all external claim, invoicing and reporting deadlines are met
- Assisting with the improvement of KTN Ltd financial processes, procedures and controls
- Maximising relationships with internal & external stakeholders

Job responsibilities

Project Management

- Financial management of projects including claim preparation
- Produce monthly financial reports for Budget Holders and Project Leads to agreed deadlines
- Provide regular updates to the Finance Projects Supervisor of all project related activities
- Monitor project costs and investigate any adverse variances
- Support the Budget Holders and Project Leads to achieve accurate planning and forecasting of business activities, revenues and project costs
- Assist with the company budget and forecast cycles including in year profiling
- Assist in the external audit of claim submissions
- Maintain the finance project register
- Be the first point of contact for project finance queries
- Flag any issues to the Finance Projects Supervisor in a timely manner

Other

- Monitor and report on compliance with finance procedures, policies and updates
- Communicate with internal and external stakeholders and ensure queries are dealt with in a timely manner
- Support Finance team during busy times and provide absence cover if required
- Any other tasks that the Finance Projects Supervisor may require assistance with

Performance Management

- Manage workload efficiently and effectively
- Meet internal and external deadlines

Experience and qualifications

- Studying towards a recognised Professional Accountancy Qualification (ACCA/CIMA/ACA)
- A few years' experience within a finance role, commercial desirable

- Experience in grant funded and project environment desirable

Competencies and Attributes

- Sound technical accounting knowledge
- Ability to establish and maintain relationships with internal & external stakeholders
- The ability to plan and prioritise work generated from multiple sources and to ensure effective communication
- Highly numerate and analytical
- Excellent communication skills, both written and verbal, including the ability to communicate financial matters to a broad range of audiences
- High levels of IT literacy overall and intermediate Excel skills
- Self-motivated and strong team player with drive to continue own development at work and within studies
- Positive 'can do' attitude with flexibility to work in a fast-paced environment with seasonal pressure points