**Job Description**

**Role title: Financial Planning & Analysis Manager**

**Reports to: Director of Commercial Finance**

**Grade: Associate Director**

**Sector: Global Group Services**

**Division:** **Finance**

**Introduction**

A world class environmental consultancy, the APEM Group possesses a unique blend of specialist capabilities that allow the business to operate alongside large multidisciplinary consultants and for international corporations and governments; whilst maintaining an agile, close, and trusted relationship with our clients.

Across APEM Group, pioneering remote sensing technology, field on the ground or field-based survey resource coverage, industry leading laboratories and our environmental consultants all work together to meet the demands of some of the most complex and technically challenging environmental projects in the UK, Ireland and across the world.

APEM Group has been PE backed since 2019 and has grown significantly through a combination of organic and M&A to £60m revenue. We plan to continue this growth trajectory through continued strong organic growth, international expansion and strategic acquisitions. The FP&A Manager is a pivotal position ensuring we have the data and planning tools to help guide our financial decision making.

**Purpose / Scope of role**

As Financial Planning & Analysis Manager the role will be responsible for delivery of effective and insightful financial analysis, budgeting, forecasting and Group commercial performance reporting outputs to enable a strong understanding of the business performance and key performance drivers.

Reporting to the Director of Commercial Finance and working alongside the Finance Business Partners and Finance Operations teams, this role will be responsible for the management of key associated processes and financial models with a strong ongoing focus on financial accuracy, internal process improvement and supporting the achievement of Group financial goals.

**Key Responsibilities**

Group planning:

* Development and management of internal models and reports to support budgeting and forecasting processes.
* Key support to the delivery of budgeting and forecasting processes, including ensuring process and model compliance, and supporting Group analysis, sensitivity and pack production.
* Management and delivery of Opex apportionment to Group divisions as it relates to forecasting and budgeting, and review of variance analysis, to support divisional net profit visibility.
* Business partnering of Group Services support teams and ownership of analysis of associated financial growth.
* Ownership of indirect cashflow and covenant forecasting together with associated scenario analysis, working closely with Finance Ops teams.
* Support on financing and deal processes in terms of modelling and provision of information/data.
* Support with and input into continual improvement of wider finance systems and processes including delivery on other ad-hoc commercial modelling.

Analysis & reporting:

* Preparing monthly Group variance/bridging analysis reporting and associate Board pack slides.
* Review of KPIs and trend analysis and preparation of relevant reports and Board pack content.
* Key support to ensuring MI data accuracy and continuous improvement of KPI reporting, including frequent data quality reviews and close liaison with systems and Financial Ops teams.
* To work closely with the Commercial Finance and Finance Ops teams to understand and improve business performance and provide insights to support strategic business decisions.
* To carry out any additional activities that may be reasonably required or requested.

**Skills/Knowledge/Experience/Qualifications**

**Essential**

* Qualified accountant (ACA, ACCA or CIMA), with 3-5 years of post-qualification experience.
* Previous experience within a senior FP&A role, with strong modelling skills.
* An analytical thinker who can interpret complex financial data and develop financial models.
* Strong attention to detail and be used to working in a fast-paced and demanding environment.

**Desirable**

* Experience within private equity backed businesses, particularly in a growth dynamic.
* Experience at Group level within international businesses will be an advantage.
* Exposure to change environments with BI systems improvement projects.

**Our Values**

Our most important assets are our people who work here. We all work as one team and rely on each other. We wish to create a working environment to which our people are proud to belong, by maintaining our values at the forefront of everything we do. These values are:

* Integrity – We do the right thing
* Quality – Quality in everything
* People - We care
* Forward thinking – We focus on the future
* Positivity – We believe we can
* Fairness – We champion equality

**Our WOW Factor**

When home became work, we learned that flexibility, understanding and balance allowed us all to move forward and grow together. So, no matter where you’re based, the hours you keep, the toddlers you have to entertain, or outside interests that help with your wellbeing we’re committed to our Ways of Working (WOW) with each other so we can continue to be our best.

**You belong**

We recognise that everyone’s story is different. The opportunities, experiences and challenges faced in life shape who we are, and we understand that these are the things that make us individual and unique. Embracing our differences means we’re able to approach what we do from every angle.

Inspiration and insight can come from anywhere, and no matter your history or choices in life, we empower our people to be their best, so we can be our best, together. **We welcome the whole you.**