**Job Description**

**Role title:**  **Finance Analyst**

**Reports to: Group Finance Manager**

**Grade: Senior**

**Sector: Group Services**

**Division:** **Finance Operations**

**Purpose / Scope of role**

APEM Group is a leading global environment consultancy providing expert advice to clients in a wide range of industries including water, renewables, infrastructure, marine and ports, transport, construction, and development.

The purpose of this role is to prepare Group level financial information to support month end close and ensure reporting requirements are met on a timely basis. Duties include preparation of monthly Group reporting packs and supporting analysis, assistance with month end close processes, as well as preparing and reconciling divisional P&Ls for the Group and assisting with budgeting/forecasting cycles. There is also ad hoc financial analysis throughout the month to support the Operational and Commercial teams and the Group Finance Manager. Additionally there are opportunities in this role be involved with finance change initiatives and involvement in ad-hoc data projects to support the growth of the Group.

**What success looks like in this role**

Once you become an integral part of the team you will have an in-depth knowledge of the Group structure and its reporting and analytical requirements. You will be a trusted part of the reporting team providing critical financial information to Directors which is immediately acknowledged as a key driver to business performance. You will also work closely with the Commercial Finance team on Financial Planning & Analysis, ensuring accuracy on reported performance and associated budgets/forecasts.

**Key Responsibilities**

* Production of monthly Board reporting packs, working with stakeholders across the business to produce relevant KPIs and financial analysis (including but not limited to utilisation of staff hours and Camera survey hours, Orderbook & Tenderbook, capex reporting, headcount).
* Support the Group Finance Manager with the close of financial month end, ensuring accurate reporting within financial timescales
* Monthly working capital analysis for board reporting and ad-hoc commercial analysis
* Rolling and supporting the reconciliation of monthly Management Accounts including latest forecasts and budgets. This includes involvement in ongoing system implementations and data projects
* Preparation of monthly divisional P&L reports and reconciliation to Management Accounts.
* Assistance with budgeting and forecasting processes
* Some preparation and posting of journals including accruals and prepayments
* Commitment to continual improvement of processes
* To carry out any additional activities that may be reasonably required or requested
* To take reasonable care for the health and safety of yourself and others; make use of the tools, equipment, training and resources; and actively engage with colleagues at all levels to contribute to the continuous improvement of health and safety management
* Complete mandatory health and safety training modules and any that are specific to your role

**Skills/Knowledge/Experience/Qualifications**

**Essential**

* Part qualified Accountant (CIMA/ACCA/ACA)
* Experience in financial analysis or management accounting
* Strong IT skills and experienced in MS Office / Excel
* Excellent communication, organisation and people skills

**Desirable**

* Experience presenting/working with senior stakeholders
* Experience working within a PE backed business

**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.**