**Job Description**

**Role title: Head of Financial Planning & Analysis**

**Reports to: Group CFO**

**Grade:** **Divisional Director**

**Sector: Group Services**

**Division:** **Commercial Finance**

**Purpose / Scope of role**

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 has recently become part of Applus+, an international Group with over 25,000 employed across 65 countries. APEM Group will become a new division within Applus+ leading the development of a consulting offer, complementing other core and established services. This is an exciting time to join APEM whose partnership with Applus+, will provide both investment and collaboration opportunities to take APEM on its next phase of growth. The Head of FP&A is a pivotal position ensuring we have the data and planning necessary to help guide our financial decision making.

As Head of Financial Planning & Analysis you will be responsible for delivery of effective and insightful financial analysis & MI, financial planning and Group commercial performance reporting outputs to enable a strong understanding of business performance and facilitate critical business decisions.

Reporting to the Group CFO and working alongside the Commercial Finance Directors 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 delivering to support the achievement of Group financial goals.

**What success looks like in this role**

You will be a true strategic partner to our Chief Financial Officer and Commercial Finance Directors driving company growth and value. You will deliver accurate, forward-looking budgets, forecasts, and financial plans that are aligned with business strategy, while providing leadership with clear, actionable insights that influence key decisions. As your remit and experience in the company grows and you have settled into the role, you will have the chance to design and build a platform for a global FP&A function, smoothly integrating existing and new company acquisitions, adapting and transforming our systems and processes and continually transforming our your team and function to provide value on a Group-wide and global scale.

**Key Responsibilities**

Group planning:

* Development/design and management of existing/new internal models and reports to support budgeting and forecasting processes.
* Manage budgeting and forecasting processes and timeframes, including ensuring process and model compliance, and delivering Group analysis, sensitivity and pack production.
* Business partnering of Group Services support teams and ownership of analysis of associated financial growth.
* Management and delivery of Opex apportionment to divisions as it relates to forecasting and budgeting, and review of variance analysis, to support divisional EBITDA visibility.
* Ownership of indirect cashflow and balance sheet forecasting together with associated scenario analysis and insightful commentary, working closely with Finance Ops teams.
* Supporting key stakeholders in the preparation of the Business Strategy by providing insightful analysis of trends, market, competition, and macroeconomics in addition to Group analysis.
* Delivery and/or support on other ad-hoc commercial modelling.

Analysis & reporting:

* Review divisional commercial performance reports and prepare consolidated content for Group flash and Board reporting as it relates to commercial analysis.
* Review of weekly commercial health / variance outputs and ownership of consolidated report.
* Review of KPIs / 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 Directors and Finance Ops teams to understand and improve business performance and provide insights to support strategic business decisions.
* Support with and input into continual improvement of wider finance systems and processes.
* To carry out any additional activities that may be reasonably required or requested.
* Periodical modelling/updating of break-even / charge-out rates to support pricing updates.

Team:

* Management of FP&A Analyst to support FP&A activities.
* Management and development of Data Analyst.

**Skills/Knowledge/Experience/Qualifications**

**Essential**

* Qualified accountant (ACA, ACCA or CIMA), with 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.
* Advanced excel skills
* Expertise in budgeting, variance analysis, and scenario planning
* Proven track record of leading planning cycles (annual budget, long-term plan, rolling forecasts).
* Driving cross-functional collaboration with wider central functions through business partnering skills
* Strong communication skills and ability to engage wider stakeholders
* Excellent analytical and problem-solving skills
* Strong attention to detail and conscientiousness
* Organised, flexible and easily adaptable to changing conditions
* Works well in high-pressure situations to meet deadlines
* Experience leading and developing FP&A teams

**Desirable**

* Experience with ERP and MI tools, specifically Power BI
* Experience within a high-growth business.
* Experience within a multi-divisional and/or international business will be an advantage.
* Exposure to change environments with BI and/or forecasting 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.**