

THE UNIVERSITY OF MANCHESTER

PARTICULARS OF APPOINTMENT

PROFESSIONAL SUPPORT SERVICES

DIRECTORATE OF FINANCE

SENIOR DATA ANALYST

VACANCY REF: PSX-030119

Salary:	£47,389 to £58,225 per annum, depending on relevant experience
Hours:	Full time
Duration:	Fixed-Term
Location:	Oxford Road, Manchester
Reports to:	Head of Financial Planning and Analysis

Enquiries about the vacancy, shortlisting and interviews:

Name: Nicola Martin

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Overall Purpose of the Job:

The Senior Data Analyst is a member of the Finance Directorate, working under the guidance of the Head of Financial Planning and Analysis to deliver the provision of high-quality financial planning and analysis, often including ad hoc analysis to tight deadlines. You will lead on developing automated financial data models and use data analysis skills to improve reporting processes.

Working with the Head of Financial Planning and Analysis, this role will help deliver value and drive improvements including; financial data modelling, strategic analysis and insights, as well as trend analysis and scenario modelling to support forecast, budgeting and reporting.

Ultimately, the overriding objectives are to help improve the financial sustainability of the University and facilitate appropriate investment decisions. This role will make a significant contribution to the strategic direction of the University and assist the University leadership team in determining the investment priorities for the University.

Key Responsibilities, Accountabilities or Duties:

Financial Planning and Data analysis

- Use financial data to develop a clear understanding of the drivers of business performance.
 - Review past results, , identify trends and perform statistical analysis of financial performance.
 - Use data analysis to support recommendations to senior leadership in order to improve financial performance.
- Develop automated financial models to support the following:
 - Planning and forecasting, including tracking financial status by analysing actual results in comparison with forecasts.
 - Analysis and interpretation of key financial scenarios and sensitivity analysis.
 - Review of financial impact of strategic decisions based on current market trends and stated business objectives.
- Support senior leadership to develop key performance indicators (KPIs) specific to financial performance and create financial models to automate analysis of current performance against the stated KPIs.
- Perform market research and conduct business studies to support benchmarking of financial performance both within and outside the sector.

Internal Management Reporting

- Lead on the development of innovative visual representations of financial information for use by the senior leadership team.
 - Present financial data that is clear and understandable to non-financial colleagues.
 - Write insightful commentary to be presented to senior leadership alongside visualisations.
- Ensure that appropriate reporting is in place to highlight operational metrics, enabling the University to use financial data to make informed decisions.
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- Enhance productivity and minimise errors by increasing the automation of internal reporting processes across the finance function.
- Make recommendations to streamline workflow and drive continuous improvement of internal reporting processes.

General

- Collaborate with cross-functional teams, building excellent working relationships and insightful business partnering.
- Provide assistance where necessary to the Financial Controller's team who are responsible for all external financial returns and the University consolidated financial statements.
- Support senior colleagues to guide and influence long term and strategic decision making within the broadest scope.
- Lead on training and development activities for the financial reporting team.
- Perform ad hoc duties and projects as required.

Person Specification

Essential Knowledge, Skills and Experience:

Knowledge:

- Educated to degree standard or equivalent.

Skills/Qualities:

- Excellent communication (both verbal and written) and interpersonal skills to engage colleagues at all levels, including those without financial expertise.
- Proven analytical and financial data modelling skills.
- Adept in converting financial data to usable management information for strategic decision making.
- Ability to develop creative solutions to streamline complex business processes and take advantage of new technology to drive forward improvements.
- Motivation both to work as a team member, supporting others, and to work under own initiative.
- Ability to manage and prioritise different and sometimes conflicting workloads and plan effectively to meet deadlines.
- Strong IT skills, particularly in excel and MI/BI tools e.g. Power BI.
- Have the ability to use discretion with sensitive information and to maintain complete confidentiality at all times.
- Possess excellent organisational skills and a willingness to work flexibly.
- Be able to present a professional image of the University of Manchester at all times.

Desirable Knowledge, Skills and Experience:

- Significant experience of working in a data analysis role, preferably within the Higher Education Sector