

# Job Description

<b>Job title</b>	Finance Assistant	<b>Date</b> 15.10.24
<b>Reports to (title)</b>	Head of FP&A	
<b>Contract/Department</b>	3020	<b>Revision</b> xxx
<b>Location</b>	Eastleigh, Premier House	

## Job purpose

Describe the overall purpose of the job in two or three sentences.

This role will work with and support the FP&A team in producing monthly financial reports, accounts, data analysis, along with audit involvement and financial planning.

## Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Assist with the preparation of monthly management accounts. Including
  - GL review
  - Allocations/recharges
- Data analysis of various financial activities.
- Variance analysis to evaluate business performance against KPI's.
- Assist with budgeting, reforecasting and trend analysis.
- Assisting with audit requirements.
- Adhoc business needs.

## Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

## Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- CIMA - early stages or an interest to start.
- Enthusiasm and drive.
- Excellent excel knowledge.
- Attention to detail and accuracy is essential.
- Power BI not essential but useful.
- Works well as part of a team and independently.

## Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

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<b>Line Manager Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

<b>Job Holder Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	