

Job Title – Group Financial Planning & Analysis Accountant (12 month contract)**Job ID – 177****Division – Hyperion Group Finance****Location – London****Role Definition**

To play a key role in the production, review and evaluation of actuals reporting, budgeting and forecasting within the Group.

Key Responsibilities / Accountabilities

- Be a key Finance Business Partner to IT and Corporate Real Estate Services (“CRES”) centre owners (together approximately £30m annual spend) by preparing monthly P&L analysis and working with the cost centre owners to understand their business, review and ensure that transactions are entered in the right areas
- Produce the budgets and forecasts for IT and CRES including P&L, cash flow and balance sheets
- Assist with preparation of monthly budget analysis packs for key stakeholders including CIO and COO, including analysis of capital expenditure spend for key IT projects
- Be a trusted partner to IT and CRES management
- Assist with preparation of budget and forecast reports for the central services company
- Monitor key performance indicators as part of the forecasting and budgeting process
- Prepare analytical reports as required
- Assist with financial requirements of various projects
- Other ad hoc requirements

Skills and abilities needed to perform role

- Data manipulation and analysis
- Advanced MS Excel
- Strong report writing skills
- Effective communication skills and strong team player
- Ability to influence and build relationships across the Group
- Efficient and highly organised
- Pro-active and strategic approach to work
- Attention to detail
- Ability to work under pressure to tight deadlines
- Ability to adapt to a rapidly changing business environment and Group structure
- Ability to learn quickly

Knowledge and Experience

- Experience with planning systems ideal but not required
- Strong understanding of the processes for the production of the accounts and the recording the transactions of a business

Professional Qualifications

- Recently qualified accountant (ACA/ACCA/CIMA or equivalent)

The company operate a stringent employee referencing and verification process when we on board new joiners (temporary or permanent), which means if you are offered a role with us we will ask you to make honest and open declarations about your past employment, qualifications, financial history and credit/debt history. It can mean that offers of employment may be withdrawn if information is found which is not satisfactory to us.

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