

Job description

FP&A Systems Manager

November 2020

Company context

INTO's mission:

Through innovative partnerships with leading universities we expand opportunities for higher education, ensuring success and transforming the lives of our students and staff.

Across the world, there is increasing demand for top quality higher education, with more and more students demanding access to provision beyond their home country. INTO partners with universities in three continents to address this global demand and help transform their international capacity and performance. Since 2006, we have successfully launched 21 partnerships with 19 universities in Europe, North America and Asia. We have enrolled over 50,000 students from 166 countries and now have about 1600 employees, based round the world.

Our website <http://www.intoglobal.com/> has details of how we are organised and our outstanding achievements so far.

Role context

The role will be part of the Financial Planning and Business Partnering team and will have specific responsibility for the maintenance and continual development of the reporting and budgeting system. A large portion of the role will be systems focussed but will also be involved in commercial projections, reporting activities as well as some support of UK and US Commercial finance teams.

Reporting line

The role reports to the Senior FP&A Manager.

Job purpose

To be responsible for the development and enhancement of budgeting and reporting software (currently Adaptive Planning) and to build a strong understanding of data sets to allow for reporting, adhoc analysis and the development of central projection models. The role will also support the Senior FP&A Manager in reporting activities.

Key accountabilities and duties

Role and responsibilities

- Become the systems expert within the FP&A team and wider Finance community

- Work with the Senior FP&A Manager and VP, Financial Planning & Business Partnering to define, scope and implement changes to the budgeting system
- Be responsible for the ongoing maintenance of the budgeting and reporting system fulfilling tasks such as cost centre setup, hierarchy management, ensuring data integrity between systems
- Be the primary contact for the Finance team on system related queries
- Support the Senior FP&A Manager with reporting and data analysis duties such as month end reporting, central volume trends and projections and validation of regional submissions
- Build and maintain central report outputs and be prepared to further develop for local reporting requirements
- Assist UK and US Commercial leads when required for adhoc analysis and with MI data reporting

The job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.

Location

The post is based in Brighton. Travel within the UK and abroad may be necessary and flexibility is required to meet the demands of the post, including occasional weekend working. The post holder may be reasonably required to work from any INTO or partner location at any time.

Safeguarding

As part of our safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

This role may meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If so, all applicants who are offered employment will be subject to a Disclosure and Barring Serviced check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

Please see the next page for person specification...

Person specification

	Essential	Desirable
Legal status	<ul style="list-style-type: none"> Eligible to work within the UK 	
Education/ qualifications	<ul style="list-style-type: none"> Part qualified ACA/ACCA/CIMA qualification, or ability to demonstrate relevant skills through experience 	
Experience/skills	<ul style="list-style-type: none"> Experience of system development Experience of Adaptive Planning or similar reporting and budgeting software that requires high level of in-house development Able to interrogate and manipulate large data sets Ability to prioritise, meet deadlines and work under pressure Flexibility to travel to other UK centres and potentially overseas Ability to communicate and build effective relationships with employees at all levels Strong communication skills (written and oral) Ability to manage time and workstack 	<ul style="list-style-type: none"> Use of Adaptive Planning Experience of PowerBI Previous experience working as the systems expert within a Finance function