

Job Title:	Financial Modeller & Analyst
Reports to:	Line Manager: Jamie Phillipson (Finance Director – gbpartnerships Manage)  Additional Reporting Lines: <ul style="list-style-type: none"> <li>• Richard Ford (Group Financial Controller &amp; Associate Director - gbpartnerships)</li> <li>• Heather Stewart – Director of Finance (gbpartnerships – Consult)</li> </ul>
Line Manager to:	N/A
Hours and Location:	37.5 Hours per week (Full time) Birmingham

<b>Job Description:</b> The Financial Modeller & Analyst supports the organisation's financial planning, operational modelling, and business performance analysis. The role requires strong financial modelling capability, sound analytical judgement, and the ability to translate complex financial data into meaningful insight. Working closely with the Senior and wider finance team, the Financial Modeller & Analyst plays a key role in model governance, cashflow forecasting, budgeting alignment, and ensuring high quality reporting for internal and external stakeholders.
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Knowledge, Skills, Experience and Qualifications Required:	
<b>Essential</b> <ul style="list-style-type: none"> <li>• ACA/ACCA/CIMA qualification (or equivalent) with at least 3 years PQE</li> <li>• Advanced Excel skills</li> <li>• Experience in building and reviewing financial models</li> <li>• Strong analytical capability with the ability to interpret complex financial information</li> <li>• Highly organised with the ability to manage multiple deadlines and stakeholders</li> <li>• Excellent attention to detail with a focus on continuous improvement</li> <li>• Confident communicator able to explain financial concepts to non-financial stakeholders.</li> <li>• Self-motivated, proactive, and able to work independently</li> <li>• Strong interpersonal skills and ability to collaborate effectively within a multidisciplinary team</li> <li>• Proficient in Word and Outlook</li> <li>• Calm, professional and diplomatic when working under pressure</li> <li>• Ability to capture, interpret and communicate data effectively</li> <li>• Strong written communication with high accuracy levels</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Experience with Amberside financial models</li> <li>• Experience working within LIFT or similar project-based environments</li> <li>• Budgeting experience within structured reporting cycles</li> <li>• Experience supporting project management activities</li> <li>• Full driver's licence</li> </ul>

**Other Considerations: (i.e., required to travel)**

You will usually be expected to attend the Birmingham office approximately 2 days per week on Tuesdays and Thursdays (additional / alternative days may be needed occasionally). There also may be a requirement to attend meetings at alternative venues from time to time. Flexibility will be needed to work additional hours to achieve deadlines.

**Key Responsibilities:**

**Operational Financial Modelling**

- Lead the semi-annual operational modelling process for approximately 35 gbp-managed models, ensuring accuracy of inputs, contractual alignment, and robust assumptions.
- Update models throughout the year for audit and tax adjustments, quarterly actuals, and new financial information.
- Support Director Services in the review of complex queries for over approximately 200 non-GBP managed operational models, including variance analysis, distribution forecasts, anomaly identification, and investment report preparation.
- Provide strategic insight into long-term cashflow trends, covenant risks, and emerging financial issues requiring escalation.
- Contribute to the design and build of new financial models, ensuring robust assumptions, clear methodology, and consistency with commercial and operational frameworks.

**Model Review, Reporting & External Delivery**

- Review operational model outputs and accompanying reports, ensuring clarity, numerical accuracy, and high-quality financial narrative.
- Support semi-annual shareholder reporting by preparing model update commentary and structured output summaries.
- Coordinate the timetable for lender submissions, ensuring all model requirements are met and delivered on time.

**Budgeting and Business Planning**

- Support the creation of annual budgets for subsidiaries (model driven) and parent companies (budget file driven).
- Ensure budgets align with lender approved models and reflect strategic business plans.
- Update accurate budget figures into management accounts and quarterly Board reporting.
- Provide constructive review and guidance to the finance team to strengthen budgeting processes.

**Process Development, Training and Ad-hoc Support**

- Develop guidance notes and deliver training sessions to improve understanding of operational models across the finance team and among Board members.
- Assist in building new trackers, templates, and tools that enhance team efficiency and consistency.
- Support lifecycle reprofiling exercises, including data extraction, analysis, and preparation of recommendation summaries.
- Provide modelling support for residual value assessment and other long-term strategic planning workstreams.

Job Holder Signed:

Date: