

Financial Planning Analyst

Remote working with flexible hours | 2 days per week | £250/day | 6 month contract | Start May 2024

WHAT WE ARE LOOKING FOR

This is a 6 month role to support improvement of regular finance processes. The Financial Planning Analyst will work alongside our Financial Accountant to provide financial analysis and develop easy-to-use templates that support monthly accounting processes and financial modelling. This is a great opportunity to use your people and finance skills to help an organisation aimed at building a more sustainable world to become more financially sustainable.

We are looking for somebody who can understand and respond to user needs. You will be experienced in drawing out narrative and insights from financial data to support decision-making. You will have excellent spreadsheeting skills and be proficient in both Microsoft Excel and Google sheets. You will also have experience of using these skills to develop user-friendly templates that streamline budgeting and reporting.

ABOUT THE SCHOOL OF INTERNATIONAL FUTURES (SOIF)

School of International Futures (SOIF) is a small, global non-profit transforming futures for current and next generations.

Our vision is a better, fairer and more sustainable world for current and next generations. We achieve this by helping people transform the present by using structured thinking about the future.

We are a values-led organisation. We have always worked with people who are using foresight to create positive change and hope. And our approach ensures that the end of any foresight journey is rooted in impact. We improve outcomes at three different levels:

- Citizens are involved in shaping their desired futures: citizens — especially next generation voices — have the power to make and shape their desired futures by participating in decision-making.
- Organisations and sectors are prepared for the future: Organisations, social movements and sectors are able to engage with upcoming signals of change and navigate an uncertain future
- Leaders make intergenerationally fair decisions: Leaders are supported and enabled to take the interests of future generations into account in their decisions.

We are passionate about creating a fairer world and committed to building a diverse and inclusive organisation. We have an international workforce and clients and are keen to hear

from applicants across different countries and sectors. We offer flexible contracts and enable our people to balance interests and caring commitments outside SOIF. We are open to flexible working and job shares. Our team is based across different time zones and there is a lot of flexibility about when you work and in which timezone. In this particular role there is an expectation that you would be flexible to attend virtual meetings across different time zones - team members are based from the US to New Zealand.

RESPONSIBILITIES

Financial modelling	<ul style="list-style-type: none"> Working with stakeholders within the organisation to scope and deliver a variety (detailed below) of easy-to-use spreadsheet templates that will support Management Information and the strategy of the organisation.
Management information	<ul style="list-style-type: none"> Using financial analysis and data driven insights to provide commentary on both the monthly accounts and the analysis by project. Supporting Project Managers in understanding the financial position of their projects and comparing it to their original costing templates. Provision of a KPI pack that tracks the objectives of the organisation (both financial and non-financial)
Process Improvement	<ul style="list-style-type: none"> Being constantly vigilant to opportunities to improve processes and suggesting solutions.
Budgeting & Forecasting	<ul style="list-style-type: none"> Lead the budgeting and quarterly forecasting processes, developing and maintaining financial models. Prepare presentations for the SMT to highlight key messages from budget / forecasting processes.
Deliverables - we'll ask you to review and update the following templates. Templates are required to be functioning in both Excel and Google sheets.	<ul style="list-style-type: none"> Forecasting / budgeting Resource planning template Costing - for profit contracts Costing - not-for-profit contracts and Grants Project financials tracking Month end reports for budget holders Time analysis Cash flow forecast

EXPERIENCE AND SKILLS

We are looking for somebody with the following capabilities:

- Ability to quickly understand individual and organisational needs

- Experienced in setting up and running efficient budgeting and forecasting approaches
- Ability to draw out narrative and insights from finance data for senior audiences
- Skills and experience producing templates to streamline business processes - ideally in Google Sheets as well as Excel

The following are basic requirements for this position:

- High level of proficiency in Microsoft Excel and Google Sheets
- Fluent English-speaker with excellent written English (additional languages a bonus)

We use Xero, Workflowmax and Hubspot in our day to day finance processes. Familiarity with these systems is desirable.

Application process

To apply, please upload a CV and cover letter and answer 4 questions related to the key experience and skills above on our website.

- Tell us about how you go about understanding individual and organisational needs
- Tell us about your experience in budgeting and forecasting
- Tell us about your experience developing narratives for senior audiences
- Can you give us some examples of templates you have developed to streamline business processes

Closing date Tuesday 19th March 5pm UK/BST. Interviews will take place on Mon 25th or Tues 26th March.