

Job description

Business Analyst

Reports to: Head of Finance
Based at: Coeliac UK Head Office, High Wycombe (Hybrid-working)
Salary grade table: Specialist (SP3)
Line management: No direct reports
The role: We are looking for a Business Analyst with a commitment to the vision of Coeliac UK to provide day-to-day analysis and reporting support to colleagues and external partners. You will have strong financial management and analyst skills, good written and oral communications skills, and the ability to work effectively as part of a small team.

Key responsibilities

- To produce accurate and timely, monthly management accounts including detailed insightful commentary and ad hoc financial reporting and analysis as required
- To work with budget holders to review performance, agree budgets and conduct regular forecasts
- To support effective business decision-making through financial modelling and analysis.
- To work with the Head of Finance to produce long-term financial analysis to inform strategy
- To be responsible for automated reporting and key analytical insights across all database sources
- To liaise with, challenge and support colleagues so that the finances of the charity are well understood and owned by all in the team
- To identify opportunities to streamline and simplify procedures to develop and deliver relevant, timely and accurate management information including reporting against agreed key performance indicators
- To support the Head of Finance by providing financial papers to the Senior Management Team, Audit committee, Board of Trustees and other committees as required.
- To communicate financial principles to non-finance staff, building their skillsets to enable them to effectively manage their budgets and forecasts
- To support major procurement decisions and the supplier contract review process
- Other duties as required from time to time

Knowledge, skills, and experience

Essential

- With or working towards an accounting qualification
- Good attention to detail
- Experience of working in a finance department, with finance and CRM systems knowledge
- Proficient in Microsoft Office suite with advanced Excel skills
- The ability to work effectively both independently and as part of a team
- Commitment to the vision of the Charity
- Excellent planning and time management skills.

- Proactive and supportive, with a positive outlook

Desirable

- Experience of working within the charity sector

1: General profile
Monitors, co-ordinates and supervises the daily activities of staff in an assigned work area in similar or related disciplines
Experienced. Fully competent in own area. Shares own expertise with others provides guidance and support to others
Maintains orderly work processes by coordinating workflow and work quality. Adheres to established practices and procedures in work area
Builds an environment that supports cooperation and cohesiveness among the direct work team and within other areas in the organisation
2: Technical expertise; building & maintaining
Demonstrates depth/breadth of knowledge/skills in own area; may be acquiring knowledge of other disciplines/areas
Applies knowledge/skill through handling complex problems and/or managing work which may extend beyond own area of expertise; shares expertise with teams and other work groups
3: Client/organisation orientation
Understands client needs and identifies solutions to non-standard tasks/queries; actively seeks and closes opportunities
Decisions impact primarily on own work group/team; may have an impact on department objectives
Manages departmental costs
4: Creating & delivering solutions; problem solving
Resolves problems through immediate actions or short-term planning and sets priorities to ensure task completion
4: Creating & delivering solutions; planning & organising
Maintains orderly work processes by co-ordinating workflow and work quality. Adheres to established practices and procedures in work area
5: Working relationship; communicating, negotiating & influencing
Builds an environment that supports cooperation and cohesiveness among the work team and with other areas within the organisation
5: Working relationship; teamwork, coaching & guiding
Oversees the day-to-day activities or work group/team; accountable for work group/team results
5: Working relationship; networking
Creates extensive networks internally and externally

This job description is not intended to be an exhaustive list of duties to be performed by the employee. This job description may be altered to reflect the needs of the charity.