

JOB DESCRIPTION

JOB TITLE:	Group Finance & Planning Analyst
DEPARTMENT:	Finance, Admin & Systems
LOCATION:	LONDON
REPORTS TO:	FP&A Manager
RESPONSIBLE FOR:	NO DIRECT REPORTS

WHAT WE DO

essensys is the leading global provider of a mission-critical software-as-a-service ("SaaS") and on-demand digital infrastructure platform to the high growth flexible workspace and commercial real estate industry. essensys' software and technology was specifically designed and developed to help solve the complex operational and technological challenges faced by multi-site flexible workspace and agile real estate providers when they scale-up and focus on occupier in building experiences.

ABOUT THE ROLE

As part of our continued growth, we are looking to recruit a Group Finance and Planning Analyst to support the FP&A Manager in developing and delivering timely and accurate financial information through strong financial and non-financial reporting to support the business decision making process. It is key that the individual can analyse data, has strong report building skills and be able to determine key points and convey them in a concise manner to the business.

3 key areas of this role include: Financial Planning, Management reporting and Financial System Ownership.

MAIN DUTIES AND RESPONSIBILITIES

- Assist with preparation of the monthly group management accounts and group KPI's to the Executive Leadership Team. This will involve the collation and interpretation of data and writing of commentary that can be presented to management.
- Support the global annual budgeting and quarterly reforecast process utilising Netsuite Planning & Budgeting (NSPB) and SmartView. Budgets need to be prepared for a 3-year period by legal entity, business unit and department.
- Provision of more granular analysis of key cost lines within the group P&L – this includes Cost of goods sold and Salaries.
- Ongoing development and maintenance of financial systems (NSPB, Netsuite, Floqast & others). Ensuring accuracy of financial data for reporting and championing ongoing improvements to these systems.
- Help develop and shape the internal financial reporting strategy going forward for the group. This includes improvements to existing reports and developing new reports from scratch.
- Support FP&A Manager and Director of Finance in delivering interim and full year audit requirements and provide input into other deliverables such as the investor report.

KNOWLEDGE AND EXPERIENCE

- Newly qualified accountant with strong technical knowledge.

- Proven analytical capability - ability to work with large data sets, analysing and identifying key information and themes
- Demonstrable experience of drafting management reports, effectively communicating complex financial information to range of stakeholders
- Comfortable with using multiple exchange rates.
- Advanced Excel skills
- Experience in using Netsuite advantageous but not essential
- Experience with Netsuite Planning & Budgeting (NSPB) planning tool and SmartView advantageous but not essential. Essential that candidate has previous experience with using financial planning & reporting tool.

APTITUDE AND PERSONAL QUALITIES

- Deadlines focused without reducing attention to detail
- Results driven mentality to problem solving
- Ability to multi-task, prioritize, and work independently
- Clear desire to overachieve and develop within the business