|  |
| --- |
| JOB DESCRIPTION |

|  |  |
| --- | --- |
| **Job Title:** | Financial Planning & Analysis (FP&A) Analyst |
| **Line Manager:** | Head of FP&A |
| **Department:** | Finance |

|  |
| --- |
| **JOB PURPOSE** The Financial Planning & Analysis Analyst is responsible for:* assisting in the detailed timely preparation of the Corporate and Financial Plans to include the forecasting of revenues, costs, balance sheet / business volumes, capital availability, resourcing & funding as per the Board and Executive Management requirements;
* assisting in regular maintenance and creation of management information for Board and Management purposes;
* assisting in financial modelling and detailed analysis for business lines e.g. new business volumes analysis and forecasting, product profitability & returns analysis;
* being a link and partner between Finance and the business lines & support functions to give financial modelling assistance & analysis;
* become highly skilled in Adaptive Insights financial planning software tool and be responsible for maintaining & developing forecasts and MI outputs

The analyst will also be a part of the wider finance team and be expected to provide assistance to help achieve team objectives and goalsThe analyst will work closely with the CFO, Director of FP&A, Head of Financial Planning, Exco Members and Director of Treasury. |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **KEY RESULT AREAS or ACCOUNTABILITIES**

|  |
| --- |
| 1. Assist in the preparation of the Bank’s corporate and financial plans
 |
| 1. Build robust financial models that include scenario testing
2. Assist in managing and updating the Financial Planning Tool for Forecasting & Planning purposes
 |
| 1. Assist with business analysis and development of KPI tracking and building of dashboards / scorecards
 |
| 1. Work with all divisions across the Bank to partner on financial and management information
2. Assist with Stress testing / scenario analysis
 |
| 1. Project work and ad-hoc analysis for EXCO, ALCO, Board, Shareholders, including inputs to production of the ICAAP, Recovery & Resolution Plans.
 |
| 1. Provide support to the CFO, Director of FP&A, Head of Financial Planning as and when required
 |
| 1. Assist in the timely production of monthly & weekly management information
 |
| 1. Tracking financial performance by monitoring and investigating variances from plan
 |
| 1. Assist in product pricing and return on equity models and analysis
2. Work closely with credit risk, business intelligence, business change & IT development teams
 |

 |

|  |
| --- |
| **COMMUNICATIONS AND WORKING RELATIONSHIPS** (List positions) |
| Primary Internal Contacts: | * CFO, Director of FP&A, Head of Financial Planning, Director of Treasury
* Treasury and Finance team
* Exco Members including Business Heads or their team members for MI
 |
| Primary External Contacts: |  |

|  |
| --- |
| **Qualifications/Experience** 1. At least 3 years forecasting, financial analytics or MI reporting experience in a financial services organisation (preferably banking)
2. Data driven financial planning and analytics experience e.g customer / asset specific analysis
3. Financial & strategic business planning experience or analysing financial services companies
4. Experience of full income statement (revenue & expenses) & balance sheet (funding & capital) reporting and analysis
5. Superior skills with Microsoft Office applications (Excel, Power point, Word, Outlook) and Financial Planning Software experience (e.g. Adaptive Insights, Anaplan, Hyperion)
6. Previous knowledge of financial modelling, statistical analysis, understanding of financial statements
7. Strong written and verbal communication skills from senior management information / board packs
8. Degree holder from reputable institution and qualified professional accounting qualification or perhaps CFA

**Competencies**Commitment to high standards and meeting deadlinesRelationship building (internally and externally)Attention to detailTechnical FP&A / IT skills (modelling & forecasting know how)Accounting knowledge / understandingAwareness of regulations that impact UK banksFinancial / business acumen & proactive analytical mind-setHigh energy team playerCalmness under pressureAble to multi-task and deliver on tight deadlinesClear & precise communicatorIntegrity, honesty and probity |

|  |  |  |  |
| --- | --- | --- | --- |
| *Job description confirmed by Line Manager:* | *Signed:* | *Print:* | *Date:* |
| *Job Holder:* | *Signed:* | *Print:* | *Date:* |

HTB’s [Fair Processing Notice](https://www.htb.co.uk/policies/index.html) can be accessed here