|  |  |
| --- | --- |
|  | **Tungsten Network**  **Job Description** |

|  |  |
| --- | --- |
| **Job Title** | FPA Manager |
| **Type** | Permanent |
| **Reports To (title)** | Head of Financial, Planning & Analysis |
| **Department** | Finance |
| **Base Office** | London |

**OVERALL RESPONSIBILITY/JOB PURPOSE:**

Based in the London Corporate Head Office, reporting to the Head of FP&A, the FPA Manager will provide financial planning and analysis support and control to the business units which he/she supports, as well as owning the group P&L and KPIs.

**KEY RESPONSIBILITIES**:

* Ownership of Internal Management P&L –Understand, analyze and ultimately report the entire P&L to Head of FP&A
* Work with IT to automate existing reports and creation of future reports
* Support interim CFO and Head of FPA with technical accounting papers, board papers and interim and year-end preparation
* Help to develop and maintain rolling reforecast file down for revenue, EBITDA and Net Income.
* Work with revenue analyst to understand revenue trends, KPIs, flag issues and act as first point of sign off on revenue for all revenue related issues
* Business unit cost center management – working with Heads of business units to manage operating expenditure to plans providing effective commercial business challenge to ensure key operational, commercial and financial targets are achieved or exceeded
* Continued development of effective reporting, ensuring information is disseminated to the business in an effective and timely way to allow effective control over the entire P&L.
* Help deliver the continual transformation agenda of Head of FP&A – to ensure the FP&A team is functioning to a maximum level and stays at that level going forward.
* Business unit cost center financial planning – working with Heads of business units to drive the budgeting and forecasting cycle from a cost perspective – taking ownership of these areas and
* Business unit analysis and explanation of current and historic performance
* Manage Purchase Order approvals for business units supported
* Provision of analytical support to the evaluation of business proposals and ad-hoc cross-functional projects
* Management of an Analyst, who will support in delivery of the tasks noted above
* Anticipate future reporting requirements and KPIs and help move the culture from re-active to forward thinking and work with KL to drive a one team culture
* Understand Balance Sheet risks and opportunities impacting P&L
* Support head of FPA and Interim CFO with ad hoc tasks and analysis

**KNOWLEDGE, SKILLS & EXPERIENCE:**

**Essential:**

* Ability to identify, simplify and improve inefficient or unnecessarily complex legacy processes
* Ability to present financial information to a Board level audience
* Big 4 ACA 1st time passes
* Strong Microsoft Excel skills and micro-soft office skills
* Ability to present financial information in a clear and concise manner to non-financial business partners

**Desirable:**

* P&L management and analysis experience
* Financial planning and forecasting experience
* Experienced in use of analysis tools such as Power BI, Qlick or similar

**PERSONAL ATTRIBUTES:**

* Proactive in seeking solutions and better ways of working
* Ability to prioritize, work and deliver to tight deadlines
* High level of accountability
* Ability to build positive business relationships and work collaboratively