

THE VIEW

FROM THE SHARD

Designed by Master Architect Renzo Piano, The Shard has redefined London's skyline and quickly established its place as a dynamic symbol of London. At a height of up to 800ft or 244m, and at almost twice the height of any other vantage point in London, visitors will experience unrivalled 360 degree views over the city for up to 40 miles on a clear day. Surrounded by the city's most notable attractions, the high-life awaits you at The View from The Shard.

JOB DESCRIPTION

Job Title:	Finance Business Analyst
Reports to:	Finance Manager
Reports:	None
Hours:	Monday – Friday, 9.00am to 5.30pm
Salary:	£40,000 per annum

THE PERKS

- 25 days Holiday (pro-rata)
- Length of Service Benefit – additional day holiday for every year (capped at 5 years)
- Employer pension contribution of 5% of your annual salary
- Private Medical Insurance
- Life Assurance
- Complimentary tickets to The View

ROLE PURPOSE

You will be an integral part of our business and will be responsible for analysing financial and business data, creating models, charts and graphs to support the business with its decision making and long-term planning. You will analyse the cause and effects of any anomalies and will pro-actively report these to the Senior Team. You will have a routine of duties including carrying out financial processes, bank reconciliations and preparing reports. You will work together in a team to ensure month-end and year-end tasks are completed accurately and timely.

WHO WE ARE LOOKING FOR

You enjoy working with numbers, spreadsheets and you are an expert data analyst. You have strong quantitative skills, and your work is consistently presented to a high and accurate standard. You are team-orientated yet trusted to work autonomously. You have the ability and confidence to acknowledge errors, and the skills to correct them. You have an understanding of accounting with knowledge of the finance function including accruals, prepayments and balance sheet reconciliations.

TO APPLY

Send your CV and Cover Letter to jobs@theviewfromtheshard.com



YOUR RESPONSIBILITIES

ANALYSIS

- Track key performance indicators (KPIs); pro-actively identify the cause of any anomalies and provide regular updates to the management team; present financial findings and recommendations to the management team on a regular basis.
- Conduct detailed variance analysis to explain differences between actual results and budget/forecast.
- Conduct financial feasibility studies for proposed projects and investments.
- Analyse financial performance trends and identify areas for improvement.
- Develop and implement processes to monitor and enhance financial performance.
- Provide insights and analysis to support strategic initiatives and business decisions.
- Analyse the performance of revenue and secondary spend lines.

REPORTING

- Develop and maintain financial models to support budgeting, forecasting, and long-term planning.
- Conduct detailed variance analysis to explain differences between actual results and budget/forecast.
- Prepare and distribute timely and accurate financial reports to senior management on a daily and weekly basis.
- Ensure the reported accounts are understood and variance analysis is performed appropriately on P&L and balance sheet.

FINANCE PROCESSES

- Perform month-end close activities as directed by the Finance Manager including journal preparation and postings.
- Assist with accruals and prepayments.
- Monthly revenue recognition.
- Run Profit and loss monthly analysis for departments.
- Provide timely delivery of business unit reporting in Sage.
- Assist with the preparation of VAT or other statutory returns where applicable.
- Ensure the integrity of the accounts and compliance with appropriate accounting standards and internal procedures.
- Involved in year-end audit process, assist in providing reconciliations and assist with audit queries.

OTHER

- Collaborate with other departments and take on the role as business partner; providing budgeting advice, guidance and support with finance systems and procedures.
- Support with the budgeting and costings of projects as and when required.



SKILLS AND EXPERIENCE

- Part-Qualified and continued studies towards an accounting qualification
- Experience in creating financial reports, charts and graphs, and presenting financial data.
- Experience in analysing and understanding financial business data.
- Excellent verbal and written communication skills.
- Very proficient in Excel; ability to use complex formulas and large data spreadsheets.
- Knowledge of data visualisation tool such as Power BI (non-essential but desirable).
- Knowledge of computerised accounts systems such as Sage.
- Ability to work to tight deadlines.
- Ability to work autonomously with good use of initiative, and a pro-active, can-do attitude.
- Committed to outstanding customer service and professionalism.
- Ability to deal effectively with numerous complex issues.
- Flexible, ability to work in a changing environment and copes well with changing priorities.
- Analytical and numerate.
- Excellent problem-solving skills.
- Ability to work under pressure and to deadlines.
- Good commercial awareness.
- Understanding of working within a finance function including: Preparation of monthly accounts.
- Balance sheet accounting & reconciliations (accruals, prepayments).

