

## Finance Manager – FP&A

<b>Society Division:</b>	Finance
<b>Society Reporting Unit:</b>	Commercial Finance – FP&A
<b>Location:</b>	Warwick/Lichfield (Hybrid)
<b>Reports to (<i>job title</i>):</b>	Head of FP&A
<b>Number of direct reports:</b>	0
<b>Number of in-direct reports:</b>	1
<b>Budget / Revenue Responsibility:</b>	Senior Head of Commercial Finance
<b>Key Stakeholders:</b>	Commercial Finance, Group Finance
<b>Date of Job Description:</b>	11/06/2026

### Role Purpose:

To assist in the co-ordination of the forecasting, budgeting and 5-year plan processes, activity planning and overall reporting of financial performance.

### Role Responsibilities:

- Assisting with the financial reporting and consolidation of data to be able to analyse performance and forecasts through review of data such as via trend analysis.
- Deliver through consolidation and review of the Society position for the budgeting, 5-year plans and strategic projects.
- Assist and support in the forward financial planning cycles, engaging with relevant stakeholders to ensure set pieces are completed within time dedicated.
- Assist and support the Senior Finance Managers and Finance Managers with the production of periodic and ad-hoc performance reports for Executive; Board and external stakeholders.
- Liaise closely with the rest of the Financial Planning & Analysis Team, Food Commercial Finance Team and Specialised Businesses Commercial Finance Team to aid the narrative of the data to provide best practice storytelling.
- Enable a forward-looking approach by building reporting tools and capability to simulate future performance.
- Scan the external market and benchmarks to be able to contextualise the Society's performance.
- Any other ad-hoc duties as requested by the Head of FP&A and Senior Head of Commercial Finance.
- Build large data reporting capabilities to animate business area performance.
- To work alongside BI Team to improve quality and consistency of data.
- Support the Head of FP&A where needed.
- Occasionally situations may arise where other duties or tasks may be required as reasonably requested by the Society.

## Qualifications & Experience:

### Essential Qualifications

- Qualified accountant (ACA, CIMA, ACCA or equivalent) or qualified by experience

### Desired Qualifications

- Minimum of 3 years post-qualification experience
- Demonstrate Continuing Professional Development

### Essential Experience

- Highly organised and able to stay calm under pressure, delivering to tight deadlines.
- Ability to work under own initiative and demonstrate proactive and pragmatic approach to issue resolution.
- Excellent communication and stakeholder management skills.
- Strong attention to detail, accuracy, and confidentiality.
- Ability to distil complex data and provide clarity in summaries pivotal for Exec and Board level approval papers.
- Strong IT skills, particularly Excel.

### Desired Experience

- Broad commercial finance experience.
- Previous FP&A experience within the Retail Industry.