## Job Description

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| Role Title: | Senior Finance Analyst (6 Month Fixed Term Contract) |
| Reporting to: | Financial Controller |
| Direct Reports: | N/A |
| Salary: | Up to £50,000 per annum depending on experience |
| Contract: | Fixed Term Contract Full Time |
| Hours: | 35 hours per week, Monday – Friday, 7 hours per day, between the hours of 8am and 6pm (1-hour unpaid lunch) |
| FTE: | 1.0 FTE |
| Place of Work: | Silsden / Hybrid with a minimum of 3 days in the office (as agreed with manager) |
| Benefits: | 25 days holiday, plus bank holidays, Company Pension |

### Ecology's Purpose

*In a world that doesn't add up, daring to be different is our calling, lending our power so everyone's story gets a chance to thrive.*

### Role Purpose

The Senior Finance Analyst will support the production of management information, financial and regulatory reporting, business performance analysis and forecasting. The role will play a key part in delivering high-quality insight to support decision-making across the Society, whilst helping to improve data quality, reporting efficiency and analytical capability.

Working closely with stakeholders across Finance and the wider business, the role will provide timely and accurate reporting, analyse business performance, support budgeting and forecasting activities, and identify opportunities to enhance reporting, systems and processes.

The successful candidate will be highly analytical, commercially minded and comfortable working with large and complex datasets to drive informed decision-making. The role offers the opportunity to work in a regulated environment, supporting strategic decision-making through management information, data analytics, business insight and regulatory reporting, whilst also contributing to forecasting, financial analysis and business planning activities.

### Main Duties & Areas of Responsibility

**Examples of duties include, but are not exclusive to:**

**Data Analytics & Management Information**

- Produce regular KPI reporting and performance dashboards.
- Analyse large and complex data sets to identify trends, risks and opportunities.
- Deliver meaningful management information that supports business performance.
- Develop and automate reporting processes where possible.
- Maintain data integrity and improve the quality of management reporting.

### Regulatory Reporting, Data & Analytics

- Support the preparation, validation and submission of regulatory returns and associated management information.
- Perform data gathering, reconciliation and analysis to ensure the completeness and accuracy of regulatory reporting.
- Maintain robust controls and audit trails around regulatory data and reporting processes.
- Analyse regulatory metrics and emerging trends, providing insight into business performance, risks and compliance requirements.
- Assist in responding to requests from auditors, regulators and senior stakeholders.
- Develop and improve regulatory reporting models, schedules and supporting documentation.
- Work with Finance, Risk, Compliance and operational teams to ensure regulatory reporting requirements are understood and delivered.
- Support implementation of reporting enhancements, business intelligence tools and data governance initiatives.
- Support ad-hoc regulatory, finance transformation and strategic change projects.

### Financial Analysis

- Supporting the budgeting, forecasting and planning processes.
- Produce rolling forecasts and scenario analysis.
- Analyse financial performance against budget and forecast.
- Develop financial models to support business decisions.
- Support the production of analysis and reporting for ALCO, Executive and Board Committees.
- Identify key drivers of business performance and communicate insights to stakeholders.

### Continuous Improvement

- Identify opportunities to improve processes, controls and reporting efficiency.
- Support finance transformation and change initiatives.
- Contribute to projects relating to system development, process optimisation and business performance improvement.
- Promote continuous improvement and best practice across Finance reporting, analytics and regulatory processes.

## Skills and Experience

### Essential

- Finalist, or recently qualified ACA, ACCA or CIMA.
- Experience within financial services, banking or building societies would be advantageous.
- Previous experience in a Finance Analyst, Management Accountant, FP&A Analyst, Commercial Finance or similar role.
- Strong understanding of management accounting principles and financial reporting.
- Experience supporting budgeting, forecasting and planning processes.
- Advanced Excel skills, including financial modelling and data analysis.
- Strong analytical and problem-solving skills.
- Experience working with large volumes of financial and operational data.
- Excellent communication and stakeholder management skills.
- Strong organisational skills with the ability to manage competing priorities.
- High attention to detail and commitment to accuracy.
- Ability to build effective relationships across the organisation and communicate financial information clearly to non-financial stakeholders.
- The ability to model complex financial scenarios

- Demonstrate ability to perform standard analyses such as performance analyses, competitive analyses, market analyses, etc.

**Desirable**

- Knowledge of regulatory reporting requirements.

**Personal Attributes**

- Commercially minded with the ability to turn data into actionable insight.
- Proactive, curious and solutions focused.
- Strong business partnering and relationship-building skills.
- Comfortable challenging assumptions and influencing decision-making.
- Self-motivated with a continuous improvement mindset.
- Able to work effectively in a fast-paced and evolving environment.
- Team player with a collaborative approach.

## Other

- You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to Ecology's Health and Safety Policy
- Ensure your work, communication and approach conforms to the values and behaviours of the Society.
- Keep up to date, and comply with Ecology's rules, Policies and Procedures.
- Undertake any reasonable duties requested by management.
- This role has a three-month probation period
- As part of your role, you are responsible for upholding the principles of Consumer Duty by ensuring that the needs, preferences, and interests of members are at the forefront of decision-making, delivering fair outcomes, and acting in a way that promotes member trust and confidence

## Acceptance

Print Name: ________________________

Signature: ________________________

Date: ________________________

## Behaviours and Values

| Behaviour | Our Collective Commitments | Examples of Bringing My Best Self to Work |
|---|---|---|
| **Deliver Together** | We've always believed that, together we can achieve more. Working with our stakeholders and Members to create incredible impact.<br><br>That's why **Deliver Together** is the heartbeat of everything we do. By combining our unique strengths, perspectives, and talents, we know there is no challenge too great, no goal too ambitious. Together, we're unstoppable.<br><br>Deliver Together means learning from one another, recognising that every person brings something valuable to the table. We know the best solutions emerge when we combine our insights, learn from our differences, and respect each other's expertise.<br><br>When we **Deliver Together**, we tackle challenges as a united front, sharing our successes, learning from our setbacks, and always supporting each other to be better. Creating something that's greater than the sum of our parts.<br><br>**Let's Deliver Together. Because together, we can achieve the extraordinary.** | • I collaborate with others, considering the bigger picture and doing the right thing for Ecology and our Members<br>• I deliver on our collective commitments, providing amazing service to our Members, and to my fellow colleagues<br>• I am purposeful in my actions, respecting people's time and using it wisely<br>• I choose the right communication tools and methods to align with the goals, complexity, and urgency of the activity<br>• I evaluate the strengths of the team, ensuring that the right individuals are involved<br>• I welcome diverse perspectives and encourage inclusivity |
| **Lead With Care** | At Ecology we care deeply about our planet, the people we work with and the Members we serve.<br>**Lead With Care** means being honest and supportive - the cornerstones of strong relationships and lasting success. It's about being authentic, patient, compassionate and understanding. It's appreciating that everyone's journey is unique and taking time to encourage, uplift and help each other.<br><br>We recognise the power of words and the responsibility we carry when we communicate, offering feedback that is constructive and kind – and always keeping the well-being of others in mind. We share our thoughts clearly and respectfully, without fear of judgment.<br><br>To **Lead With Care** is to embrace openness with courage, even when it's difficult, knowing that honesty drives meaningful change that makes a difference.<br><br>**Let's Lead With Care. In every action, every word, and every step we take.** | • I am kind to myself, asking for help when needed<br>• I build trust through consistency and reliability<br>• I help when needed, stepping in with a willingness to support<br>• I share truth with care, offering feedback that is constructive and kind, and delivering it in a way that helps others grow, without judgment or blame<br>• I am mindful of how my actions, decisions, and communication affect people and our planet<br>• I actively listen and seek to understand the needs of others, being present in the moment<br>• I celebrate successes, offering thanks and praise for a job well done |

| Values | | | | |
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| **Fairness:** Treating everyone individually and with respect | **Openness:** Listening to each other's views and opinions | **Responsibility:** Doing what we say we'll do. Making pragmatic decisions, staying true to our values | **Co-operation:** Working together, receptive to the knowledge and opinions of others | **Activism:** Empowering colleagues to be advocates for change |

# Behaviours and Values

| Behaviour | Our Collective Commitments | Examples of Bringing My Best Self to Work |
|---|---|---|
| **Own Your Impact** | At Ecology, we make an incredible impact on our environment and the communities around us. And we all play a part in making this happen.<br><br>**Own Your Impact** is a promise to ourselves to take full ownership of our actions, our commitments, and the outcomes we create. It means delivering on our promises and taking accountability for the results we achieve.<br><br>To **Own Your Impact** is to make considered decisions, even when the path isn't easy. It's about achieving a high standard of excellence and recognising that our individual actions contribute to the collective success of our team. We do what we say we will – and we do it to the best of our ability.<br><br>**Own Your Impact** means being proactive by anticipating challenges, taking the initiative to find solutions, and owning the process from start to finish. We lead by example, knowing that true accountability means creating positive impact that drives the right results.<br><br>**Let's Own Our Impact. Let's be accountable for our actions and for our future.** | • I take ownership of my performance and development, achieving my objectives and building the skills I need for future success<br>• I own the process from start to finish, taking responsibility for every step<br>• I have clarity over my role and know what's expected of me<br>• I do what I say I will, managing stakeholder expectations with clear communication and deadlines<br>• I consider risks carefully, seeking feedback to guide my path and being mindful of possible outcomes.<br>• I embrace feedback and use it to improve, seeking opportunities to learn from others<br>• I am self-aware, reflecting on my own actions and impact, and I believe in my own abilities |
| **Dare To Be Different** | Ecology started from a brave decision to do something that others wouldn't. Pioneer the possible.<br><br>**Dare To Be Different** means stepping into the unknown with confidence, challenging the status quo, taking considered risks that may lead to incredible impact. It's about having the courage to voice new ideas, even when they seem bold or unconventional.<br><br>To **Dare To Be Different** means making tough decisions, when others won't, and being brave enough to change course if it's the right thing to do. We are strong enough to own our mistakes, being resilient in the face of setbacks. We embrace failure, seeing it is a stepping stone to success, sharing what we learn to help each other.<br><br>We lead with confidence to inspire others to greatness.<br><br>**Let's Dare To Be Different. Let's inspire the world around us.** | • I speak up and challenge respectfully, with a focus on finding solutions<br>• I'm positive and inspiring, strong in the face of adversity and resilient when facing setbacks<br>• I don't let fear or disappointment derail my efforts<br>• I'm brave enough to step out of my comfort zone, challenging the status quo to achieve the right results<br>• I lead with humility, accepting my mistakes, listening to others, and being brave enough to change course when it's the right thing to do<br>• I champion sustainability, pushing for positive change so we can create a better world |

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