

## Job Description

**Job Title:** ABC Analyst

### **About SLC**

Student Loans Company is a non-profit making Government-owned organisation set up in 1989 to provide loans and grants to students in universities and colleges in the UK. We are responsible for student support delivery in the UK.

#### **Company Mission**

We enable our customers to invest in their futures by delivering secure, accurate and efficient assessment, payment and repayment services.

#### **Company Vision**

Our vision is to be valued as a digital, customer-focused, centre of excellence.

### **Job Details**

**Overview of department:** As part of the Finance team, we support the business in various types of analysis, as well as maintaining the costing model used to charge our funding bodies.

**Grade:** 3

**Reporting to:** Senior Finance Analyst

**Budget Responsibility:** None

**Line Management Responsibility:** None

**Job Purpose:** This role is a full time role to support the Analyst team in the provision of financial information and analysis to support insight, challenge and management reporting, specifically the monthly update and maintenance required to manage the Activity Based Cost Management (ABM) model and feeder systems (Hyperion). A strong candidate will be able to demonstrate a logical and questioning approach to tasks. The role is the lead critical point of accountability for the live working model and its reliability for monthly reporting and annual budgeting and re-forecasting.

#### **Key responsibilities:**

- Carry out the ABM end to end month end process to timetable, resolving calculation issues and escalating issues to management where appropriate. This model is a critical enabler to all financial processes and decision making at Stakeholder level
- Perform monthly data reconciliations and highlight and resolve any issues. Perform the audit and assurance process of data used in systems
- Undertake complex variance analysis to validate the financial movements within the model to ensure that they are explainable
- Monitor the appropriateness of data quality through exceptions reporting and management review

- Analyse and assess the appropriateness of cost assignments to products and customers generally in the monthly updates required to the model
- Heavily influence the operation and development of the ABC model and other appropriate enabling systems and sources to ensure the associated outputs are auditable, robust and remain fit for purpose
- Support the production of reporting packs for management reviews including delivery to strict month end deadlines
- Be responsible for the provision of monthly reporting to team / managers across Finance
- Identify the appropriateness of driver data in relation to the calculations performed within the ABM model and exploit opportunities for improved driver data. Exploit options to automate data collection where possible
- Make suggestions for improvements to processes and systems in line with Business need
- Administer robust, fit for purpose systems, including issue identification and resolution which preserves the production of appropriate stakeholder, product, service and product costing
- Support the provision of returns required by the Director, BIS, Cabinet Office and others on both regular and ad-hoc basis
- Support product and process reporting and input to the development of the model which preserves the ability to deliver month end reporting commitments
- Maintain consistent models and financial analysis for key activities
- Exploit the information within ABM to provide the appropriate management information and support to finance and other customers for control of expenditure and business case development. This model is a critical enabler to all financial processes and decision making at Stakeholder level
- Undertake ad-hoc duties in support of the team.

**Knowledge, Skills and Experience:**

Essential

- Advanced Excel skills
- Ability to take system or process issues and identify relevant solutions
- Ability to question appropriateness of approach to arrive at robust and explainable financial management information.

Desirable

- Finance related qualification or Student/part membership (or equivalent) of a relevant professional body
- Experience in the maintenance and application of costing techniques.
- Excellent communication skills
- Experience in working with volumes of data across systems.