



FINANCE ANALYST

THE
NATIONAL
GALLERY

THE ROLE PROFILE

Job purpose

To deliver high-quality management information, financial modelling and insight that improves financial control and supports effective use of public and charitable funds. The Finance Analyst will produce regular performance reporting and narrative commentary, support budget setting and in-year forecasting, and provide analysis for business cases and projects. The role will help translate financial information into clear, practical messages for non-finance colleagues, and will contribute to continuous improvement in reporting processes, systems and data integrity.

Scope of job

- Management reporting and analysis: produce monthly/periodic reporting packs; analyse variances (actual vs budget/forecast/prior year) and provide clear narrative commentary.
- Budgeting and forecasting: support annual budget setting and in-year reforecasting; maintain transparent assumptions and an audit trail; constructively challenge inputs where they do not align to activity drivers.
- Financial modelling: build and maintain controlled Excel models for scenario analysis, costings and business cases, ensuring inputs and outputs are clearly documented.
- Controls and data quality: work closely with the Financial Accounting team to ensure consistency between management and statutory reporting; support month-end tasks (accruals, prepayments, recharges and allocations); perform reasonableness checks and reconcile key reports to investigate and resolve discrepancies between systems and ledger balances; help ensure correct coding and consistent treatment of income and expenditure.
- Stakeholder support: work with Finance Business Partners and budget holders to explain performance, identify actions and improve financial understanding across the organisation.
- Systems and continuous improvement: improve reporting efficiency through better templates, automation and BI tools (e.g., Power BI); document processes and control checks to improve resilience.

Key deliverables

- Monthly reporting pack and commentary delivered to timetable with minimal rework.
- Forecast and budget submissions completed on time, with clear assumptions and audit trail.
- Robust models and analysis to support business cases and investment decisions.
- Improved data quality and reduced manual reporting effort through standardisation/automation.

Key relationships

- Finance Business Partners and Finance Manager (day-to-day priorities, reporting and insight).
- Budget holders and operational managers (performance discussions, forecasting and decision support).
- Financial Accounting team (month-end close, journals, accruals and year-end requirements).
- Procurement and project teams (costings, commitments, supplier spend analysis and business cases).
- External auditors and stakeholders as required (supporting evidence and explanations)

Key required skills

- Strong analytical capability: able to interpret data, identify trends and communicate clear insights.
- Good Excel skills, with a clear appetite to develop Power BI capability.
- Experience producing management reporting, variance analysis and forecast/budget support.
- Ability to explain financial information in plain English to non-finance colleagues.
- High attention to detail, with a focus on data integrity and audit trail.
- Experience with finance systems/ERPs and reporting tools; Power BI experience desirable.
- Understanding of core accounting principles (double entry) and relevant VAT considerations.

- Ability to plan work, meet deadlines and manage competing priorities in a reporting cycle, including effectively managing upwards.

Key required attributes

- Proactive and solutions-focused; identifies improvements and follows through to implementation.
- Ability to move beyond variance reporting to identify drivers, risks and actionable recommendations
- Collaborative and service-oriented; builds constructive relationships across teams.
- Confident to challenge assumptions constructively using evidence and escalate risks appropriately.
- Organised and resilient under pressure, particularly around month-end and budget deadlines.
- Commitment to confidentiality and appropriate handling of sensitive information.
- Curious and committed to professional development and continuous learning.
- Pragmatic judgement: balances timeliness, accuracy and control requirements.

Supervisory/Managerial responsibility

None

Essential minimum qualification on entry

Degree qualified (or equivalent experience).

Must be willing to start and/or continue a professional accountancy qualification (ACA/ACCA/CIMA).

Additional essential criteria or considerations

- An interest in art, culture and the work of the organisation is desirable and will support effective engagement with stakeholders.
- Curious and committed to professional development and continuous learning.
- Enthusiastic and collaborative and service-oriented; builds constructive relationships across teams.
- Proactive and solutions-focused; identifies improvements and follows through to implementation.

- Organised and resilient under pressure, particularly around month-end and budget deadlines.

SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

Finance Analyst

Contract

Permanent, working full time hours of 35 per week.
This post is on the Gallery's Band E. The salary is £41,623 per annum.



Happy To Talk
Flexible Working

HOW TO APPLY

It is important to complete all sections of our application form in order to ensure that we have all the information necessary to consider you for the job you are applying for. There are a number of sections to complete before submitting your application. However, you can save your application form at any stage and return at any time prior to the closing date to complete.

If you have any questions on the information you should provide, or have any difficulties completing the form, please contact the Human Resources Department at recruitment@nationalgallery.org.uk.

Employment & Academic History

Due to the value of our collection the Gallery undertakes extensive pre-employment screening, including a criminal record check. As part of our security screening process we need to account for all of your time over the past 3/5* years and will verify the information provided. However we are interested in all of your relevant work experience so please provide us with your career history.

Supporting Information

In this section you should provide any information that supports your application. The essential role criterion shows you the criteria which are necessary to carry out the responsibilities of the job and will be used to shortlist candidates for interview. By using the role profile, you should outline how your skills, knowledge and experience match the requirements of the post.

Shortlisting

The National Gallery operates name free recruitment, which means an applicant's name and personal details are not visible to recruiting managers in the shortlisting process. By removing the applicant's name and other personal information, such as their ethnicity or the university they attended, we aim to ensure that people will be judged on merit and not on their background, race or gender

* Dependant on role

Selection

For some roles at the Gallery we will ask you to complete a variety of selection activities to allow you to demonstrate your abilities and suitability for the post. These may include ability tests, personality questionnaires, work simulation exercises, interviews, etc. Details of the specific activities will be advised to you as part of the process.

Equal Opportunities Monitoring

The Gallery is committed to equal opportunities for all job applicants and employees. Our policy is that no job applicant or employee should receive less favourable treatment than another on grounds of gender (including gender reassignment), sexual orientation, marital or family status, civil partnership status, race, colour, nationality, ethnic or national origins, religion or similar belief, disability, age or trade union membership or any other condition or requirement which cannot be shown to be justifiable.

Information you provide such as ethnic origin, gender and disability will be used solely for monitoring purposes and identifiable information will not be disclosed.