



JOB DESCRIPTION Financial Analyst **Revised:** May 2024

Main job purpose: To ensure that the Royal Foundation delivers an efficient and effective operation with insightful and accurate reporting of the financial and non-financial drivers.

Reports to: Finance Director, working as a business partner to the Commercial Director and indirectly to the business managers. No staff report to this position.

Usual place of work: The Royal Foundation of St Katharine (RFSK), 2 Butcher Row, London. E14 8DS.

Work perimeters: 40 hours per week. Days per week are dependent on business patterns. The role is in a Hospitality and Events environment hence evening and weekend work is integral to the role.

Relevance: This document reflects the job content at the time of writing and will be subject to periodic change in the light of changing operational and environmental requirements. Such changes will be discussed with the jobholder and the job description will be amended accordingly.

Key areas of Responsibility:

Support of charitable objectives

- Learn and be able to effectively demonstrate a comprehensive knowledge of The Royal Foundation of St Katharine, including but not limited to:
 - Charitable objectives delivered through Worship, Hospitality and Service
 - Working ethos
 - Commercial objectives and budgets

Business Partnering and Business Management

- Act as a business partner to the Commercial Director and through them to the department managers as required
- Provide peers, team members and other stakeholders in the business with objective advice and information as required
- Support the broader responsibilities of the Finance Director including deputising for the Finance Director as required
- Act as a duty manager on weekend days as per the duty manager rota

Monitoring and Reporting

- Develop high quality management information and performance measurement that is timely and accurate with commentary on variances. Reporting should be thought provoking and action-orientated.
- Develop new reports and KPIs that highlight relevant financial information for senior management, the Court (Board of Trustees) and its sub-committees and develop automated processes as far as possible.
- Provide analysis to help in dynamic pricing of key offerings.
- Ensure that RFSK financial and reporting systems operate in compliance with internal and external policies, procedures and legislation, including codes of corporate governance, ethical conduct, health and safety, human resources, finance, administration and tax and other regulatory frameworks.



Budgeting and Appraisals

- Plan and coordinate the budgeting process including updates and reforecasts during the year and monitor performance against the plan with explanations of key variances.
- Provide financial appraisals for all projects including a planned major multi-million project to create social and private housing and new guest and conference facilities

Systems and Processes

- Select and implement technology and other systems to meet accounting, analysis and reporting process needs.
- Maintain the API between Rezlynx and Intacct ensuring that it is correctly mapped. Identify and recommend other integrations and assist in their implementation.

People, communication and interaction

- Represent RFSK in person from time to time in a manner and style reflecting the Foundation's ethos and core values.
- Attend and represent RFSK at events including but not limited to professional, corporate, charity, community and social events
- Work collaboratively with colleagues to achieve effective outcomes for RFSK.