

Template Role Profile

Author: Human Resources

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**Guidance Notes**

* The Volt - A guide to inclusive recruitment - All Documents (sharepoint.com)
* Consider the diversity and inclusion impact of this role profile for example avoid using language such as ‘go-getter / dynamic / guru / him/her/ these are terms that are not inclusive
* Avoid using numbers against experience such as ‘5 years experience’ in.. Instead state factually the experience required such as Experience in Managing People / Experience in Customer Service.
* Avoid Jargon like special words or expressions used by a profession or group that are difficult for others to understand.
* Avoid internal company related acronyms instead explaining processes in a clear way
* Finally check out your text aiming for a readability score of above 9 – see link **Hemingway Editor (hemingwayapp.com)**

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| **Role title** | **Finance Analyst** |
| **Section** | **Financial Planning & Analysis** |
| **Directorate** | **Finance**  |
| **Reports to** | **Senior Finance Analyst** |
| **Date** | **May 2025** |
| **Leadership Level** |  |
| **Grade** |  |

**At Electricity North West Limited we are committed to creating a sense of belonging for our colleagues and therefore we ask our applicants to talk to us about any reasonable adjustments that may be required throughout our recruitment processes.**

**Purpose of the role**

The Finance Analyst works with the Senior Finance Analyst to understand the requirements of the regulatory framework in different price controls and to develop the models, analysis, reporting and forecasting to drive the most financial value from this framework. The Analyst works with the Senior Finance Analyst and Head of FP&A to produce regular Ofgem reporting including the Business Plan Commitment report and Strategic Performance Overview as well as regular Group reporting for Scottish Power including the Long-Term plan, Budget and Quarterly forecasts.

**Knowledge, Skills and Experience**

* Qualified accountant
* Educated to degree level
* Strong excel skills with ability to build financial models and analyse and interpret large volumes of data
* Strong power-point and word skills to produce high quality reports and presentations, with ability to adapt material to the needs and knowledge level of the audience
* Power BI skills (Desirable)
* Understanding and experience of the Regulatory framework and reporting requirements in the Electricity industry. Ability to build models and analysis based on these rules and regulations making sensible planning assumptions as required (Desirable)
* Organisational skills with the ability to work to tight deadlines
* Self-motivated. Ability to work under pressure balancing competing resource needs
* Demonstrates a sense of ownership and commitment to deliver objectives despite barriers and challenges, making well-reasoned judgements where necessary to progress.

**Principal responsibilities of the role**

* Understand all the requirements of the regulated framework and related uncertainty mechanisms and incentive regime. Work with the Finance Business partners and wider Senior Leadership Team (SLT) so that they understand the impact of these mechanisms and incentive regime and can provide latest forecasts of performance/use of these mechanisms which can then feed into the Long-Term plan, Budget and reforecasting process.
* Close involvement throughout the Long-term plan, annual Budget and quarterly re-forecasting process which is led by the FP&A team. This will include supporting the wider business to provide regular forecasts for these processes including uncertainty mechanisms, incentives, and business plan commitment performance. The role will need to analyse the forecasts provided by the business and understand variances to targets so we can report our forecast scorecard and explain our expected performance to the Executive Leadership Team (ELT) and the wider Scottish Power Group.
* Work with the Senior Finance Analyst and Regulatory Reporting Manager to develop models to translate our statutory performance into regulatory performance and vice versa to then be used for the ED3 bid process and ensure this incorporates any changes in Ofgem requirements for the next regulatory period.
* Work with the FP&A team members and the wider ED3 project team to populate, check and review the different versions of the ED3 submission Business Plan Data Template and associated commentary document.
* Work alongside the Regulation team, Finance Business partners and wider business to support re-opener applications. This will involve understanding the opportunity that each re-opener presents and helping to analyse and present the data to support the application to Ofgem as part of a cross-business project team.
* Support the Senior Finance Analyst to produce the annual Business Plan Commitments report which is submitted to Ofgem. This will involve liaising with SLT commitment owners across the wider business throughout the year to populate regular internal reporting on progress and issues as well as producing status reporting for our stakeholder panels.
* Work alongside the Regulatory Reporting Manager and Senior Finance Analyst to help produce the annual Regulatory Reporting Pack (RRP) and associated Strategic Performance Overview commentary.
* Have an awareness of Company Health & Safety initiatives and messages and report any near misses or incidents in line with policy.

**Behaviours**

You will also demonstrate the following behavioural competencies:

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| Behavioural Competency | Enter ‘Y’ for relevant competences |
| Thinking - Forward thinking - You can take a forward looking perspective when considering the delivery of decisions, activities and projects. |  |
| Thinking - Customer understanding - You have a thorough understanding of the needs of internal/external customers and you use this understanding to promote excellent customer service to maximise business. |  |
| Thinking - Analytical Thinking - You can analyse problems and identify key issues that need actions, assessing the situation in a systematic way, considering time sequences, priorities and you are able to draw logical conclusions from the data. | Y |
| Influencing - Concern for impact - You anticipate and respond to the needs of others in order to achieve an appropriate outcome. You are sensitive to the impact you have on others and you can modify your approach to influence the outcomes of your dealings with different people. | Y |
| Influencing - Interpersonal awareness - You are able to develop a good understanding of others’ feelings, needs and concerns, and actively seek to do so. You think through how people are likely to react and have an intuitive grasp of what makes people tick. |  |
| Achieving - Results focus - You set objectives for yourself and others and ensure they are achieved within agreed parameters which in turn delivers successful business outcomes. |  |
| Achieving - Concern for excellence - You strive to exceed your performance goals through the continuing pursuit of excellence and quality in all aspects of your work. |  |
| Achieving – Initiative - You anticipate situations and problems, finding appropriate solutions and grasping opportunities. You take action that potentially adds value to the business and represents your contribution distinctively. | Y |
| Self-Managing – Tenacity - You are able to demonstrate repeated effort and resilience when overcoming a number of obstacles to achieve results, showing a positive attitude despite setbacks. | Y |
| Self Managing – Independence - You are prepared to raise issues in the face of opposition. You are able to stand up for your own ideas, not give in to group pressure and challenge more senior colleagues. |  |
| Self Managing – Flexibility - You adapt your thinking and behaviour to suit the requirements of different situations; you see the value of an alternative view and are receptive to changing circumstances. |  |

**Key measures *(Performance Indicators)***

* Robust models, and reporting in place that also translate statutory performance to regulatory performance to help understand and then maximise our financial performance for ED2 and ED3
* Regular and clear forecasting and reporting of our performance which is communicated to and understood by the wider business
* Completion to a high standard of the regular Group and Ofgem reporting by the required deadlines

**Dimensions of the role**

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| --- | --- |
| Owner of a budget (has total responsibility for the budget)  | No specific budget responsibility  |
| Budget Amount | £0 |
| Number of Colleagues who directly report to role holder | 0 |
| Total number in team, including any colleagues who report mangers that come under the role | 0 |

**Key relationships *(Internal & External)***

Internal

* Senior Finance Analysts
* Regulatory Reporting Manager
* Head of Financial Planning & Analysis
* Head of Financial Control
* Head of Finance Business Partnering
* Regulation Team
* Finance Business Partnering team
* Treasury and Corporate Finance team
* SLT Business Plan Commitment owners and managers across all Directorates

External

* None

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| --- | --- |
| Date Role Evaluated  | *Be completed by evaluation panel* |