**Role Profile**

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| **Job title:** | Decision Support Analyst | **Level:** | 2 |
| **Function:** | Finance | **Reporting to:** | Natalie Westacott |
| **About The Role** |
| This is a junior professional finance role. Focused financial appraisal and due diligence that supports our colleague’s decision making. Ensuring NHSPS, understand, protect, and leverage financial value. Providing insightful and influential analysis to assist management to drive well informed decisions, mitigating risk and realising value potential. The individual will gain real estate and capital investment knowledge plus the opportunity to support our service business financial appraisal process. |
| **Key Responsibilities** |
| * Preparation of key financial models to aid real estate and service/facilities area decision making for the company, including discounted cashflows and P&Ls, comparison of options and key KPIs where appropriate.
* Regularly use Microsoft Excel to create and format spreadsheets, model scenarios and databases for both own work and to produce output reports for both internal and external audiences.
* Be a partner to other departments within NHSPS in developing business cases (IAP and Non-IAP). The transaction and portfolio review process (IAP)is an internal process that drives review and approval of real estate transaction across the organisation. Therefore the team should drive clear rationales, that articulate the proposal succinctly, ensuring all key items are documented and financials that support the decision.
* Question and challenge the inputs provided by all individuals at all levels within the organisation, being proactive in solving any issues and take responsibility for the accuracy of the data.
* Take an active role in refining and improving processes.
* To manage the allocated workload such that all deadlines are met, whilst completing work to a high standard, allowing for appropriate review and amendment by senior management.
* Check financials, budgets and actuals and question discrepancies.
* Ability to logically problem solve and ensure that all aspects of deal/proposal or strategy have been addressed.
* Ability to interrogate the profit and loss output ensuring accounting standards are followed.
* Use business acumen and accounting knowledge to sense check the inputs and outputs of the financial model. Have good communication skills and can communicate potentially confusing financial information effectively, both verbally and in writing, to people at all levels within the organisation as well as to customers as required
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| **Knowledge, Skills and Experience** |
| **Experience** | **Capabilities (skills/behaviours)** |
| * Modelling/Financial Experience of real estate/financial modelling(desirable)
* Delivering in a team, multi stakeholder environment
* Influencing stakeholders
 | * Interrogation, Ability to interrogate and question financial inputs.
* Communication, Written and verbal. Ability to write succinct business rationales for governance papers and communicate effectively
* Numerate and able to analyse and interpret data and information accurately and effectively
* Time management – delivering to tight timescales
* Emotional intelligence and resilience
* Integrity
* Flexibility
* Ambiguity tolerance
* Ability to work at pace
* Growth mindset
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| **Knowledge** | **Qualifications** |
| * MS Office, knowledge and skills in the practical applications of all MS Office products, notably Excel
* Knowledge of financial appraisal techniques (desirable)
* Knowledge of accounting principles (desirable)
* Knowledge of contractual principles (desirable)
 | * Degree or equivalent or relevant experience of real estate/financial modelling
* Ambition to work towards finance or real estate-based qualification
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| **Other information** (travel, hours) |
| * Fully flexible working but required to meet in London office and surrounding sites every few weeks
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