



Finance Department - Financial Reporting

Business Cost Analyst Job Description



Business Cost Analyst



You will be responsible for analysing financial data, focusing on controlling and optimising colleague costs, ensuring accurate and efficient cost management to support our business objectives. The postholder will be detail-orientated and experienced at analysing cost and working up costings and budgets. The analysis of colleague costs will be a particularly key focus.

What are the key responsibilities?

- Analyse and monitor the colleague establishment reporting on changes in colleague, FTE's and costs, including salaries and on-costs.
- Prepare detailed reports and presentations on colleague cost trends and variances for the management accounts.
- To prepare the annual colleague resource budget through collaborative discussions with budget holders.
- To undertake regular reviews with budget holders and finance/HR business partners to develop accurate colleague forecast and identify opportunities for cost savings and efficiencies as appropriate.
- Ensure accurate and timely recording of all colleague-related financial transactions, including the accurate processing of payroll transactions in the finance system.
- Reconciliation of all payroll control accounts.
- To assist in preparing the Group Financial Statements in accordance with the relevant accounting standards (FRS 102) and adhering to the reporting deadlines.
- Support internal and external audits by providing necessary documentation and explanations.
- Implement best practices for cost management and control.
- Work closely with HR, payroll and other teams across the business to gather relevant data and insights.
- Provide financial guidance and support to management and other stakeholders regarding costing of new initiatives or external funding applications.
- To act as a business partner providing monthly management accounts and financial guidance to an assigned directorate.

Business Cost Analyst

Role Requirements:

- Graduate in a business-related subject or AAT Level 4 qualified.
- Experience of working in a role analysing data and trends.
- Excellent communication and interpersonal skills.
- Strong analytical and problem-solving skills.
- Excellent IT skills and experience particularly in Microsoft office products particularly excel.

- Proficiency in the use of accounting software.
- Ability to work independently and as part of a team.
- High attention to detail and accuracy.
- Knowledge of relevant accounting standards and regulations.

Relationships:

- You will report to the Assistant Group Finance Manager (Financial Management).

whg's values and behaviours:

- whg has an ambitious aim to be an exceptional place to work that attracts, develops and retains talent. We recognise that our success as a business depends largely on the quality and commitment of our colleagues. The values set out in The Plan identify the behaviours that all colleagues are expected to display.

Our values



Trustworthy

You can rely on us.
We are honest in everything we do.



Respectful

Valuing people and treating everyone with empathy and fairness.



Accountable

Taking responsibility for our actions and owning the delivery of our promises.



Collaborative

Achieving great things by working together.



Excellent

Striving to be the best and delivering the best outcomes for customers and the organisation.