

Role Profile: FP&A Manager

Role

The FP&A Manager is a key role in the Group FP&A team. Group FP&A are responsible for leading the Group planning, analytical review and reporting cycle, including the delivery of the executive reporting and supporting analyses on behalf of the Group CFO. The FP&A team is also responsible for the annual budget process and 5-year financial plan.

There are currently 5 regions managing >100 schools in 20 countries. Cognita is a highly acquisitive business.

The Group FP&A Manager is the main point of contact for regional finance teams and CFOs, a key role in co-ordinating the month end process and assisting in the delivery of the main month-end reports and commentaries within agreed timescales to the Finance leadership team and Cognita's investors. Responsibilities also include ongoing development and improvements to the month-end management reporting processes and routines.

Key Accountabilities

- Assist in the production and delivery of the monthly Financial Performance Pack provide to the Board
- Sense checking regional month end submissions and liaising with the regional finance teams to ensure relevant updates are made and material variances understood
- Preparation of additional analysis e.g. consolidated opportunities and risks
- Run the monthly pupil reporting routines providing review, supporting commentary and analysis
- Being proactive in the ongoing streamlining of the month end process and improvement of the quality of insight into regional performance
- Support the Group FP&A team during the annual budget and long-term planning process
- Collaborate with the regional finance teams to offer continual support and ensure they are always fully aligned with Group FP&A
- Work with the regional finance and systems team to manage the on-boarding of newly acquired entities to ensure management information is reported in accordance with Cognita standards
- Drive continuous improvement in FP&A reporting processes, ensuring alignment with

Principal Working Relationships

- Internal: Regional CFOs / teams, FP&A Manager, Head of FP&A, Group FD, Group CFO, Group FC / team

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential
Qualifications	<ul style="list-style-type: none">• -CIMA/ACA/ACCA qualified or equivalent (educated to degree level)
Skills	<ul style="list-style-type: none">• Strong strategic and analytical skills, with a track record of providing actionable insights and recommendations.• High degree of attention to detail• Excellent knowledge of MS Office applications is needed (Excel, Word, Powerpoint)• Ability to work in a fast-paced environment• Time management / prioritisation skills• Strong senior stakeholder influencing capabilities• Ability to work well across global teams with a proven ability to engage and manage demanding stakeholders• Ability to balance ongoing duties with contribution to projects and ad-hoc requirements• Reporting expertise, preferably in a multi-currency and multi-regional environment

Signed: Name (print):

Date: