

Job  
Description

# Financial Planning & Analysis Lead – Stratus Programme

February 2025

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<b>Directorate:</b>	Finance
<b>Pay grade / staff group:</b>	PS01
<b>Hours / duration:</b>	Full time (35 hours per week Monday to Friday) Fixed Term Contract (18 months)
<b>Reports to:</b>	ERP workstream lead Finance (dotted line to Programme Director and Director of Finance)

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## Context

The ICR is one of the world's leading cancer research organisations, with a mission to make the discoveries that defeat cancer. To support delivery of an ambitious new strategy, the ICR has begun a programme of transformation to achieve our vision for an excellent and sustainable organisation, that is ready to meet the challenges of the future.

Stratus will be one of three key programmes (alongside growing our income and developing our estate) through which we deliver an excellent and sustainable organisation.

Stratus will support the organisation to adopt simple, standard and modern processes in the ICR's everyday operations, underpinned by a cloud-based Enterprise Resource Planning software-as-a-service (SaaS) solution.

The Stratus Programme has three key workstreams, Finance, HR and Research Management, each with an ERP Implementation Lead to support the Stratus Programme deliverables for their specialist function.

A central Programme team will include the Programme Director, Programme Management and Change Management support roles.

Data Subject Matter Experts (SMEs) and Process Leads will also provide detailed knowledge and support throughout the Programme lifecycle as required; line managed by the ERP Implementation Lead.

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## Main purpose of the job

The FP & A Lead– Stratus, is responsible the design and implementation of the future ERP management information and financial planning and reporting requirements.

Reporting to the ERP workstream lead, the role is accountable to the Stratus programme for delivery, and works with the finance directorate to establish business requirements and ensure professional accounting quality standards are met.

This role will lead the development of the ICR's organisational performance reporting within the future ERP, in collaboration with digital services, finance colleagues and colleagues from across the professional services directorates.

The role will lead the implementation of budgeting and forecasting functionality within the ERP to support effective ICR planning and budgeting, and play a key role in the development of new Finance Chart of Accounts to support the efficient, standardised recording and reporting of financial data in line with business and regulatory requirements.

In addition, the role will provide strategic analysis, support and advice to the Stratus Programme Director on the financial and commercial management of the programme.

Working with stakeholders to ensure the design of future financial and reporting and management information meets the requirements of leadership, budget holders, and the finance department.

Working collaboratively with third parties, including implementation partners.

This role involves managing change, supporting the transition and relevant training, communication and data migration.

# FP & A Lead - Stratus

## Duties and responsibilities

### Key duties

In collaboration with colleagues across the Stratus and Planning & Strategy teams, lead on the development of the ICR management information tool within the ERP, to provide ICR leadership and management with dynamic BI visualisation and reporting. The work will incorporate management accounts, management information dashboards and KPIs.

Lead on the development of the ICR planning, budgeting and forecasting functionality and templates within Stratus ERP planning & analytics platform, to deliver robust, integrated tools to support the ICR planning cycle.

Co-ordinate with finance Data Subject Matter Experts (SMEs) to support the design and implementation of the ICR's new ERP chart of accounts and supporting cost centre, coding, and management information hierarchy to meet statutory and management reporting requirements.

Support the existing ERP data review and cleansing exercise, including developing efficient approaches to reviewing and evaluating data requirements, to provide support and expertise around the reconciliation and data assurance across the ERP financial data migration strategy, and on the strategy for future reporting on legacy data.

In collaboration with colleagues across the HR, Finance and Research Services, support the mapping of key data and reporting requirements in respect of statutory returns, to be incorporated into the new Oracle ERP architecture including EPM. In addition, support implementation and testing of statutory reporting functionality in the new ERP environment including EPM.

Provide strategic financial management, analysis and decision-making support to the Stratus programme leadership. To include providing 'critical friend' to programme leadership and workstreams leads and providing high quality financial reporting on the performance of the programme.

Support and facilitate workshops and meetings with key business users to promote and explain the programme, accountable for aligning to the ICR design principles in relation to the planning and analytics build, to ensure stakeholder engagement in the design process, identify gaps and concerns, and develop mitigations.

Collaborate with technical teams, process leads and subject matter experts to ensure the ERP system is configured in line with to enable and support key Finance end-to-end planning and reporting processes.

Co-ordinate with Data Subject Matter Experts (SMEs) and process owners to ensure that adequate testing methodology is applied to validate system reporting and budgeting functionality and compliance with business and regulatory requirements, and that any defects and issues identified are resolved.

Help to develop and deliver effective training on and documentation of new planning and management information functionality, including the provision of guidance and manuals and communications to the business.

Support the Programme Director to manage programme budget, keep the workstream resource plans updated, and to prepare and present reports and documentation for each phase of the project in line with the Stratus programme management framework.

Support the development and review of benefits realisation plans, project plans and Risk/Assumptions/Issues/Dependencies for the workstream in liaison with Stratus Programme Director.

# FP & A Lead - Stratus

## General

All staff must ensure that they familiarise themselves with, and adhere to, any ICR policies that are relevant to their work and that all personal and sensitive personal data is treated with the utmost confidentiality and in line with the General Data Protection Regulations.
Any other duties that are consistent with the nature and grade of the post that may be required.
To work in accordance with the ICR's Values.
To promote a safe, healthy, and fair environment for people to work, where bullying and harassment will not be tolerated.
This job description reflects the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.

## Person specification

### Education and Knowledge

Educated to a degree level in a relevant field or equivalent experience	Essential
Qualified accountant (ACA/ CIMA/ACCA/CIPFA)	Essential
Further qualifications in a relevant financial discipline.	Desirable

### Skills

Strong technical accountancy skills	Essential
Technical skills and knowledge base to collate, model and analyse data.	Essential
strong analytical skills with the ability to collect, organise, analyse, and disseminate significant amounts of information with attention to detail and accuracy.	Essential
Communication, influencing and negotiation skills	Essential
Flexibility and resilience, able deliver results on time, under pressure.	Essential
Problem solving and analysis	Essential

### Experience

Experience of undertaking financial planning and budgeting, including scenario modelling, over a multi-year horizon.	Essential
Experience of delivering an FP&A function within a complex organization, incorporating both financial and non financial performance information.	Essential
Experience of analysing large & complex data sets, using management information tools to help visualisation of data and be able to produce detailed reports.	Essential
Delivering and Oracle EPM application and Oracle related reporting	Desirable
Working in matrix management structures	Desirable
Working with third party suppliers	Desirable

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# FP & A Lead - Stratus

Working in an academic/research/charity environment
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Desirable
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# FP & A Lead - Stratus



## About our organisation

The Institute of Cancer Research, London, is one of the world's most influential cancer research institutions, with an outstanding track record of achievement dating back more than 100 years. Our mission is to make the discoveries that defeat cancer.

As well as being one of the UK's leading higher education institutions in research quality and impact, the ICR is consistently ranked as one of the world's most successful for industry collaboration. As a member institution of the University of London, we also provide postgraduate higher education of international distinction.

We are also a charity and rely on the support of partner organisations, funders, donors, and the general public.

[Read more](#) to find out more about our history, culture, and achievements, and how our funders, supporters and partnerships help drive forward our work.

## Our values

The ICR has a highly skilled and committed workforce, with a wide variety of roles, each requiring different skills. But whether you work as a researcher, or work as part of our corporate team, your work and behaviour is underpinned by these six values. They are what bring us together as one team – as 'One ICR'.



***Our values set out how each of us at the ICR, works together to meet our mission – to make the discoveries that defeat cancer.***

*They summarise our desired behaviours, attitudes, and culture – how we value one another and how we take pride in the work we do, to deliver impact for people with cancer and their loved ones."*

Professor Kristian Helin  
Chief Executive

