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# Management Information & Planning Analyst (Fixed Term) Candidate Information

April 2025

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## The Institute of Cancer Research

### About our organisation

We are one of the world's most influential cancer research institutes with an outstanding record of achievement dating back more than 100 years. We are world leaders in identifying cancer genes, discovering cancer drugs and developing precision radiotherapy. Together with our hospital partner The Royal Marsden, we are rated in the top four centres for cancer research and treatment worldwide.

As well as being a world-class institute, we are a college of the University of London. We came top in the league table of university research quality compiled from the Research Excellence Framework (REF 2014).

We have charitable status and rely on support from partner organisations, charities, donors and the general public.

We have more than 1000 staff and postgraduate students across three sites – in Chelsea and Sutton.

### Financial Operations and Control Team, Finance Department

The role is part of the Financial Operations and Control Team, which provides an essential information and reporting, financial accounting, compliance and risk management service to the Institute. The team leads the development and execution of strategy around tax planning, treasury and investment management, to enable the ICR to effectively manage key financial risks, provide optimal stewardship of ICR funds, and maximise the return and impact that can be achieved with the ICR's assets and resource.

The team sit as part of the broader Finance Department working closely with the other finance disciplines and colleagues across the ICR's Professional Services and Research teams.

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Our mission  
is to make the  
discoveries that  
defeat cancer.

# Management Information & Planning Analyst

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### 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'.



#### Pursuing excellence

We aspire to excellence in everything we do, and aim to be leaders in our field.



#### Acting with Integrity

We promote an open and honest environment that gives credit and acknowledges mistakes, so that our actions stand up to scrutiny.



#### Valuing all our people

We value the contribution of all our people, help them reach their full potential, and treat everyone with kindness and respect.



#### Working together

We collaborate with colleagues and partners to bring together different skills, resources and perspectives.



#### Leading innovation

We do things differently in ways that no one else has done before, and share the expertise and learning we gain.



#### Making a difference

We all play our part, doing a little bit more, a little bit better, to help improve the lives of people with cancer.



***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

# Management Information & Planning Analyst

## Candidate Information

### Job description

Department / division:	Finance
Pay grade / staff group:	Professional Services 03
Hours / duration:	Full time (35 hours per week), Monday to Friday
Reports to:	Head of Financial Operations and Control
Main purpose of the job:	<p>Support and drive the business in maximising impact through delivery of effective and efficient financial performance.</p> <p>Prepare high quality, action-orientated financial and performance reporting, and insightful analysis, to enable the Board of Trustees, ICR Committees and other resource managers to understand and improve their performance.</p> <p>Develop strong financial control, improve processes and ways of working, and advocate financial priorities to the business, driving efficiency and value and maximising impact.</p>

### Duties and responsibilities:

#### Internal Management Information & Reporting

Prepare high quality, action-orientated financial and performance reporting to enable the Board of Trustees, ICR Committees and other resource managers to understand performance and what actions are needed to improve it.
Prepare, review, and interpret consolidated management information required centrally to support organisation-level decision-making.
Provide month end variance analysis and work collaboratively with the wider Finance team to review and analyse performance.
Work with the wider Finance team to help shape and drive the overall reporting strategy.
Monitor and report on external funding body grants and strategic funds that support institutional activity within Professional Services (for example HEIF and Policy Support Funds from Research England), maintaining the accuracy of financial information.
Support, develop and improve business intelligence reporting and insightful analysis using supporting systems such as Power BI.

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### Planning, Budgeting & Forecasting

Support the development of the consolidated organisation-level plan, budget, and forecast, including the development of improved software solutions.

Produce budgetary analysis and scenario modelling data for review by Directors and ICR Committees.

Support the Head of Financial Planning and Strategy in reconciling budget uploads to the finance system with approved budget working papers and ensuring that the consolidated budget is correctly loaded into the system.

Work with the Head of Financial Planning and Strategy and Finance Business Partners to review budget revisions and forecast changes throughout the year, ensuring they are adequately understood and explained.

Provide financial analysis to support business cases and information requests from non-financial colleagues, ensuring that information provided is accurate and of a high quality.

### Statutory Reporting

Produce the financial data analysis required to prepare the income and expenditure notes to the ICR's statutory accounts, including supporting schedules and variance analysis for audit purposes.

Work with colleagues in the wider Finance team to ensure that income and expenditure is correctly coded and analysed for statutory reporting purposes, to enable meaningful comparisons of activity year on year.

Liaise with the ICR's external auditors as required to provide analysis and relevant working papers in support of the statutory accounts.

Manage and maintain the consolidated financial model required to produce the data for the Annual Financial Return (AFR), including scenario modelling to allow review of upside and downside scenarios.

Support the Head of Financial Operations and Control in producing the working papers required to support the annual TRAC return to the OfS, including modelling alternative cost allocation methods and liaising with non-finance colleagues to obtain relevant information.

Support the Head of Financial Operations and Control in interpreting changes in Accounting Standards and Reporting requirements affecting the ICR in order to assess their impact and develop plans to respond. Liaise with colleagues outside the Finance Department to obtain relevant information where necessary.

### Financial Processes & Controls

Lead the internal ICR month-end processes, including coordination with the wider Finance team and others, to ensure a smooth period end.

Provide support to improve the effectiveness of financial controls and processes across management information and planning, to ensure compliance with legal, accounting and tax regulations.

Ensure processes are adequately documented and controlled, and that they are reviewed on an ongoing basis for effectiveness.

Improve procedures, making best use of IT systems and automation, and manage their implementation.

Review and/or prepare monthly journals with an organization-wide focus such as royalty income accruals and year-end provisions for unused annual leave across the ICR.

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Work collaboratively with internal and external auditors as necessary.

Attain the standard of an advanced user of ICR's finance system (currently Agresso), covering all aspects of accounts structures, balances, and housekeeping.

Help maintain an up-to-date, complete, and accurate budget approval and reporting access rights record on the ICR's financial system (currently Agresso).

### Team Building & Development

Participate in relevant training events and be prepared to disseminate information to the wider Finance team where appropriate.

Work with, share knowledge and influence the wider Finance team

Train and coach non-financial staff where appropriate, helping them to resolve queries or concerns effectively.

### New ERP Implementation

Support the Head of Financial Operations and Control in managing the workload of the FOC team generally during the period of transition to the new ERP (Oracle) and ensuring that team resilience during the transition is maintained.

Attend training sessions and workshops in relation to the new ERP where necessary and work with the "business as usual" finance team to ensure relevant data is provided on a timely basis.

### 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 is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or development.

# Management Information & Planning Analyst

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### Person specification

#### Education and Knowledge

Fully qualified CCAB accountant or finalist	Essential
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#### Skills

Excellent communication skills - a good communicator both verbally and in writing, able to explain complex issues and solutions to both staff and peers succinctly and confidently	Essential
Good people skills, including developing and maintaining effective working relationships at all levels within and outside the department, and the ability to deal with demanding situations	Essential
Ability to challenge and negotiate assertively and cooperatively, to motivate staff and others to solve problems identified or change their work practices	Essential
Strong team working skills and demonstrable ability to work co-operatively and flexibly to achieve team objectives.	Essential
An energetic, flexible, and proactive approach with the ability to work both independently and co-operatively	Essential
Self-motivated and able to plan and manage a varied workload, manage pressure, and organise and prioritise work to ensure tasks are completed and departmental deadlines met	Essential
Strong analytical and problem-solving skills to be able to assess the needs of users and the organisation in varying situations requiring interpretation and judgement	Essential
Experience of and ability to understand the interrelationship between different IT systems, and advanced Excel skills	Essential
Practice innovation and change, applying a continual improvement mindset to daily work and be key contributor in major change projects such as system development / financial projects	Essential
Practical skills in developing appropriate procedures, practices, systems, and new ways of working within the context of changing new technologies	Essential
Demonstrable ability to use own initiative to drive improvements to systems and processes, and to take responsibility for issues and proposals until fully resolved	Essential

#### Experience

Experience in the preparation of management information, statutory and regulatory returns and involvement in financial planning and budgeting processes	Essential
Experience of working in a highly computerised environment and ability to understand the inter relationship between different accounting systems to facilitate the solution of the complex problems that may arise	Essential

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Experience of modelling financial scenarios and preparing high level documentation for the Board and directors to aid decision-making	Essential
Experience of producing data for the OfS TRAC return and working with non financial colleagues to produce TRAC analysis.	Desirable
Working in the charity, NHS or higher education sector	Essential
Project management skills particularly including planning	Desirable

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### Benefits

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We offer a fantastic working environment, great opportunities for career development and the chance to make a real difference to defeat cancer. We aim to recruit and develop the best – the most outstanding scientists and clinicians, and the most talented professional and administrative staff.

The annual leave entitlement for full time employees is 28 days per annum on joining. This will increase by a further day after 2 years' and 5 years' service.

Staff membership to the Universities Superannuation Scheme (USS) is available. The USS is a defined benefit scheme and provides a highly competitive pension scheme with robust benefits. The rate of contributions is determined by USS and details of the costs and benefits of this scheme can be found on their website. If staff are transferring from the NHS, they can opt to remain members of the NHS Pension Scheme.

We offer a range of family friendly benefits such as flexible working, a parents' group, and a maternity mentoring scheme. Other great benefits include interest free loans for discounted season tickets for travel and bicycle purchases, access to the NHS discounts website, a free and confidential Employee Assistance Programme which offers a range of well-being, financial and legal advice services, two staff restaurants, and access to a gym and sporting facilities at our Sutton site.

#### **Further information**

This job description is a reflection of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or development.