

## Role profile

<b>Job title:</b>	Investment and Performance Analyst
<b>Business area:</b>	Finance and Business Services
<b>Reports to:</b> <i>Post title</i>	Financial Controller
<b>Direct reports:</b> <i>Post titles &amp; numbers:</i>	None
<b>Date of role profile review:</b>	May 23

### Job purpose

The oversight and tracking of capital projects within the business including, but not limited to, developing and maintaining a business wide capital project tracker following the full life cycle of a project. Partnering with asset teams to develop financial and non-financial aspects of capital business cases. The role will aid in the preparation of capital budgets and reforecasts, variance analysis and the maintenance and updating of the existing 10 year financial model.

Aiding in overall treasury management and cashflow reporting for Crown Estate Scotland.

Enhancing Crown Estate Scotland expertise and capacity with regard to financial modelling in general and investment business cases in particular.

### Main tasks

- Aiding in the annual budget and reforecasting processes, with a focus on aspects relating to capital.
- Developing and maintaining a business wide capital tracking mechanism following projects through their full life cycle, including onward dashboard and exception reporting to internal and external stakeholders.
- Sophisticated financial analysis and modelling to enable business development and decision making and to appropriately inform and advise colleagues and stakeholders.
- Working with asset teams to develop robust budgets and reforecasts, and then monitor and report against these.
- Working with the Financial Controller to continually monitor and deliver the Crown Estate Scotland Treasury Management policy.
- Working with the Financial Controller to enhance and maintain detailed cashflow reporting based on historic events.
- Aiding with period end journals and reporting relating to capital events.
- Aiding other members of the wider finance team as and when required, for example holiday cover, including, but not limited to, monitoring and actioning items related to the purchase ledger, and the payment of expenses, month end journals, bank payment administration, and assisting with internal and external audit requests.

- Development, maintenance and preparation of regular management information and ad hoc reports, as appropriate, for various committees and board. This will include attendance and presentation at Executive Team and Board Committee level.
- Development of systems to monitor and report on Asset Portfolio Management and Performance including introduction of Asset Investment systems or Microsoft based database and reporting tools
- Cost monitoring and reporting, including for capital portfolios across the business.
- Ensure that an effective and efficient customer-focussed service is provided to internal and external customers.
- Ensuring accurate accounting and reporting of the investment properties portfolio.
- Aid in the preparation of statutory annual accounts.
- Support/challenge wider Crown Estate Scotland organisation in the preparation of business cases and the business case process.
- Provide expert advice on appropriate financial modelling techniques/ applications.
- Consistently seek improvement to financial processes, controls, procedures, presentations and reporting.
- To ensure that CES is compliant with all Government regulatory requirements including SPFM, FREM and The Green Book regulations.

### **Key responsibilities**

- Provide support to the Financial Controller in the provision of financial management and reporting, in particular relating to Capital projects.
- Provision of financial information, analysis and reporting to internal and external contacts.
- Assisting with analysis and monitoring of the business's financial performance, in particular related to Capital projects, including highlighting areas for consideration, further investigation or improvement.
- Provide support to the Financial Controller in the provision of treasury management and cashflow reporting functions within the business.
- Assist with the financial aspects of business cases produced by all areas of the business to ensure rigour, consistency. Advise/ support staff producing business cases, constructively challenge financial aspects of business cases seeking approval.
- Assist with preparing analysis and information for Investment Committee and Executive Team papers, including some presentation at these forums.

## **Knowledge, skills and experience**

- Proven ability to focus on key priorities when under time pressure and to manage competing demands.
- Proven ability to work with colleagues and customers from a wide variety of different business backgrounds and to articulate, succinctly, financial issues and outputs in a professional and appropriate way to the corporate norms of Crown Estate Scotland.
- Experience producing financial aspects of business cases relating to capital projects.
- Strong Financial Analysis skills, including the ability to maintain financial models; and review actual performance against budget including discussion with budget holders.
- Experience developing financial project tracking systems would be an advantage.
- Excellent numeric skills and keen attention to detail.
- Experience gained in a dynamic and commercial environment would be an advantage.
- Fully qualified Accountant (CA / ACA / ACCA / CIMA or equivalent)
- Excellent knowledge of MS Office Excel and working knowledge of other MS Office products.
- Treasury management and cashflow analysis skills would be an advantage
- Experience working with and developing project tracking models (or equivalent transferrable skills) would be an advantage

## **Contacts & communications**

Internal contacts include:

- Employees at all levels of Crown Estate Scotland on a regular basis. This includes business partnering with senior management up to Executive Team for all aspects of budgeting, forecasting and support with business cases.
- Working with the senior commercial manager.
- Presentation at Investment Committee (Board) and Executive Team level.

External contacts include:

- Managing Agent staff, in particular in the asset management teams up to Director level, on a regular basis to ensure robust capital tracking, a budget and forecasting is undertaken.
- Relationship Manager at the banking provider to deliver treasury management outcomes.
- Suppliers and customers on an adhoc basis when providing support to the wider finance team.
- External and internal auditors to ensure that internal and external audit assignments are executed as timeously and efficiently as possible. This will be on a and hoc basis as and when relevant audits are being undertaken

## **Problem solving**

- The role requires a high level of problem solving, analysis, and judgement to evaluate and process all financial and non-financial data and information required to execute and complete all tasks and responsibilities.
- Judgement and problem-solving skills are required to carry out and provide sound and appropriate information, guidance and analysis to internal and external contacts. This varies from financial information, transactional information and providing support in the budgeting, forecasting and business case process.
- A logical approach is required to ensure effective prioritisation and management of a large workload, conflicting priorities and manage unexpected challenges.
- The job holder is also required to work as part of the wider Finance team and help to manage and solve any challenges they may face.

## **Decision-making**

The job holder makes decisions regarding:

- Timing, evaluation, processing and reporting on data and information required to complete all tasks and responsibilities independently.
- Ability to aid in the financial inputs to business cases and to provide consolidated summaries of data to aid decision making throughout the business.

The job holder contributes to the wider decision-making process through the provision of a wide variety of financial and transactional information, guidance and analysis to internal and external contacts.

## **Autonomy**

- The job holder operates within the framework of authority agreed by the Financial Controller and CES governance requirements.
- The job holder is responsible for effective prioritisation and management of their workload with limited supervision.
- Take initiative to suggest, and then implement, improvements to processes within their remit.

## **Management of resources:**

- **Budgets**
- None

- **Equipment**
  - Responsible for the use of assigned laptop and phone
- **As a line manager**
- None

### **Impact**

- The post holder will work progress work independently to provide reliable, complete, data for use throughout the business to inform decisions at all levels of the business.
- Crown Estate Scotland acts as an investor – the job holder will make a significant contribution to enhancing financial modelling aspects of investment business cases.

### **Physical demands**

- Primarily desk-based using IT equipment
- On rare occasions visit staff or managing agents at remote/alternative locations.

### **Working environment**

- Work primarily in an open plan office or home office
- On rare occasion work in a remote or managing agent office
- Occasionally visit other organisations' offices

### **Any other duties OR pertinent information**

- None

### **Duties of all employees**

- To show commitment to CES and its internal and external customers
- To promote CES values, show respect and work cooperatively with colleagues
- To show commitment and promote CES policies on Health and Safety and Equal Opportunities
- To work to deliver the objectives of the Scottish Crown Estate Act (2019).

## Person specification

	ESSENTIAL	DESIRABLE
<b>EDUCATIONAL ATTAINMENTS / VOCATIONAL ACCREDITATION</b>	An accounting qualification or accreditation (CA, ACCA, CIMA, or equivalent).	
<b>SKILLS/ COMPETENCIES</b>	<p>Proven ability to work with colleagues and customers from a wide variety of different business backgrounds and to articulate, succinctly, financial issues and outputs in a professional and appropriate way to the corporate norms of Crown Estate Scotland.</p> <p>Excellent numeric skills, and keen attention to detail.</p> <p>Excellent knowledge of MS Office Excel and working knowledge of other MS Office products.</p>	<p>Treasury management and cashflow analysis skills would be an advantage</p> <p>Experience working with and developing project tracking models (or equivalent transferrable skills) would be an advantage</p>
<b>EXPERIENCE</b>	<p>Extensive experience of financial management and analysis, including modelling.</p> <p>Experience drafting financial elements of business cases or equivalent.</p>	<p>Experience developing financial project tracking systems would be an advantage.</p> <p>Experience gained in a dynamic and commercial environment would be an advantage.</p>

	ESSENTIAL	DESIRABLE
<b>A DRIVING LICENCE IS REQUIRED: NO</b> If required, state licence class(es)		
<b>ANY SPECIAL REQUIREMENTS PERTINENT TO THE POST:</b>		

## Our Values

Our values underpin what we do and how we do it. They are as follows:

<b>Commercialism</b>	We use our business know-how to make money for Scotland and to grow the value of the Estate, helping to achieve more long-term. We help our tenants succeed and support sustainable economic development.
<b>Integrity</b>	We behave respectfully and act responsibly. We take a long-term approach, balancing our commercial interest with what's right socially and for the environment.
<b>Excellence</b>	We do the best we can in everything we do, and we're always trying to improve. We encourage new ideas which could help us raise the bar, and we're not afraid to change our approach if needed.
<b>Collaboration</b>	We make the choice to work closely with other people and organisations. We believe that we can do better for everyone when we work together – whether they are tenants, partners, local communities or other stakeholders.

## Behavioural Competencies

### What are they?

'Competencies' are skills/behaviours/attributes that are required for an individual to perform effectively in their role.

Our behavioural competencies outline the standards expected for every role within Crown Estate Scotland and are based on our organisational values above. They help us to achieve/live our values. They are 'Innovation & Commercialism', 'Working with Integrity', 'Delivering Excellent Performance' and 'Collaboration & Teamwork'.

### Why are they important?

Using our values as a basis for behavioural competencies helps embed those values and ensure that we are all 'walking the walk'. Our competency framework has many benefits including:

- Giving employees clarity in what behaviours and actions will be required, valued and recognised.
- Helping managers and staff plan professional development.
- Encouraging consistency across the organisation.
- Informing recruitment (by setting out what is required of a role-holder).

### What will you be expected to demonstrate?

Each employee is expected to demonstrate each of the four behavioural competencies at either a fundamental, enhanced or advanced level. The expected levels for this role are as follows:



	<b>Fundamental</b>	<b>Enhanced</b>	<b>Advanced</b>
Innovation & Commercialism		✓	
Working with Integrity		✓	
Delivering Excellent Performance		✓	
Collaboration & Teamwork		✓	

### **How can you demonstrate the behavioural competencies at the required level for your role?**

The table below is designed to help you to understand how you can put the behavioural competencies for your role into practise. You can meet the required level by demonstrating the behaviours listed. Some examples are included in the 'Guide to behavioural competencies' to help bring these behaviours to life.

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Behavioural Competency	Level			Behaviour
	Fundamental	Enhanced	Advanced	
Innovation & Commercialism		✓		<ul style="list-style-type: none"> <li>• Role model fairness and clarity in all commercial undertakings.</li> <li>• Support others to continuously improve our services, including identifying and pursuing new opportunities.</li> <li>• Adhere to Best Value principles in my work.</li> </ul>
Working with Integrity		✓		<ul style="list-style-type: none"> <li>• Empower people to make decisions which model integrity</li> <li>• Maintain confidentiality and support a culture which encourages constructive challenge and feedback</li> </ul>
Delivering Excellent Performance		✓		<ul style="list-style-type: none"> <li>• Support my team's professional development.</li> <li>• Support others, helping them achieve their goals and relevant quality standards.</li> <li>• Manage others to ensure excellent customer service is received internally and externally</li> </ul>
Collaboration & Teamwork		✓		<ul style="list-style-type: none"> <li>• Encourage teamwork and collaboration in others</li> <li>• Promote effective team processes and assign tasks according to ability and potential</li> <li>• Develop and maintain partnerships and identify opportunities for new ones</li> </ul>