

FINANCIAL AND COMMERCIAL ANALYST

Summary

Location: London, UK (hybrid working)

Position: Finance and Commercial Analyst

About this role

CEPA is seeking a highly numerate, proactive and commercially minded individual to join our London office as a Finance and Commercial Analyst.

CEPA is an economics consultancy working across regulated sectors, including energy, water, transport, telecoms, Global health, and payment systems. Our clients include regulators, government departments, network companies and investors, both in the UK and internationally. Further information on CEPA's work can be found at

<https://www.cepa.co.uk/>.

Reporting to the Head of Finance and Operations, you will play a key supporting role in the day-to-day running of CEPA's finance function. Your work will help ensure that management reporting is accurate and timely, that financial controls are applied consistently, and that senior leaders have the information they need to make well-informed decisions. You will also work closely with the Commercial Operations team and with consultancy staff, supporting bid pricing, contract administration and the financial monitoring of consultancy projects.

The role will suit someone who has completed a professional accounting qualification (ACA, ACCA, CIMA or equivalent), or is part-qualified and studying towards completing it; and is looking to broaden their experience across management reporting, statutory audit support, tax and payroll coordination, and commercial finance within a professional services business.

You will be working in a collaborative and supportive environment that values curiosity, attention to detail and continuous improvement

Main responsibilities

Financial information

You will prepare accurate and timely financial information and analysis for senior management, including

- Preparing monthly management accounts and reporting packs.
- Carrying out analysis on revenue, costs, margins, cashflow, debtors, work-in-progress and project performance, and drafting written commentary on variances.
- Supporting the budgeting, forecasting and reforecasting processes, including consolidating inputs from budget holders.
- Supporting monthly balance sheet reviews, including accruals, prepayments, intercompany balances and deferred income.
- Monitoring debtor balances, cashflow and working capital, and proactively flagging issues for escalation.
- Maintaining clear schedules and control documentation to support month-end and year-end processes.
- Identifying opportunities to improve finance processes, reporting and data quality, and supporting the implementation of agreed changes.

Audit, tax and compliance

You will play an active role in carrying out and supporting statutory, audit and tax processes, including:

- Coordinate the annual audit process across relevant entities, under the direction of the Head of Finance and Operations.
- Preparing audit files, schedules, reconciliations and supporting analysis for auditor review.
- Liaising with external auditors and coordinating responses to audit queries.
- Assisting with the preparation of statutory accounts, including drafting supporting notes and disclosures for review.
- Preparing information for VAT, corporation tax, CT61 and withholding tax submissions, working with external tax advisers where appropriate.
- Tracking audit and tax deadlines and helping ensure timely completion of filings and submissions.

Payroll

You will support payroll and employee-related finance at a review and control level, including:

- Supporting monthly payroll review and approval processes, in coordination with the external payroll provider.
- Reviewing payroll reports, reconciliations and related journals for accuracy and completeness.
- Coordinating with payroll providers, HMRC and internal teams on routine queries.
- Supporting annual payroll compliance processes, including the preparation of P11Ds, P60s and related employee documentation.
- Responding to payroll-related audit queries under the direction of the Head of Finance and Operations.

Commercial finance, bids and contracts

Working with the Head and Deputy Head of Commercial Operations, Head of Finance and Operations and consulting staff teams, you will support the commercial side of the consultancy. This will include:

- Providing financial and commercial input into the review of proposals, including sense-checking assumptions, contributions and margins.
- Preparing and reviewing bid budgets, pricing models and fee structures.
- Analysing project margins, staff costs, subcontractor costs and delivery assumptions, and highlighting issues for discussion.
- Supporting contract review from a finance and commercial perspective, escalating material risks or unusual terms.
- Tracking contract values, milestones, payment schedules, deliverables and invoicing triggers, and maintaining supporting records.
- Supporting the processing of contract variations, extensions and amendments.
- Helping ensure project setup aligns with signed contracts and agreed commercial terms.
- Monitoring project performance against budget (fees, costs, margins, utilisation and work-in-progress) and preparing summary reports for project directors and managers.
- Supporting project directors and managers with routine queries on the financial position of their projects.

Other responsibilities

You will:

- Proactively contribute to process, system and control improvements across the finance and commercial function.
- Maintain appropriate confidentiality in the handling of financial, payroll and commercial information, in line with CEPA's policies and UK data protection requirements.

Skills and experience required

We are looking for a candidate who can demonstrate the following. Essential criteria will be used for shortlisting; desirable criteria will help distinguish between strong candidates.

Essential

- Relevant professional experience in finance, accounting, audit, commercial finance, project finance, consultancy support, or a similar analytical role.
- Strong numerical and analytical skills, with the ability to interpret financial information and identify key trends, issues and insights.
- Sound understanding of core accounting principles, including accruals, prepayments, balance sheet reconciliations, financial controls and management reporting.
- Advanced Excel skills and confidence working with large datasets, financial models and complex spreadsheets.
- High attention to detail and commitment to accuracy, with the ability to maintain robust records and documentation.
- Strong organisational skills, with the ability to prioritise competing demands and deliver high-quality work to deadlines.
- Ability to review, analyse and challenge financial information, identify anomalies and escalate issues appropriately.
- Strong written and verbal communication skills, including the ability to explain financial information clearly to non-financial colleagues.
- Confidence working with a range of stakeholders, including senior management, project teams and external advisers.
- Good judgement, professionalism and discretion when handling confidential financial, payroll and commercial information.
- A proactive and collaborative approach, with a willingness to identify opportunities to improve processes, controls and reporting.
- Commercial awareness and an interest in how consultancy projects are priced, contracted, delivered and financially managed.

Desirable

- Experience within a professional services, consultancy or project-based environment.
- Experience analysing project financial performance, including revenue, costs, margins, utilisation and work-in-progress.
- Experience supporting bid pricing, commercial reviews, contract administration or project setup activities.
- Experience with accounting, ERP or project management systems such as Xero, CMAP or similar platforms.

Qualifications required

Candidates should:

- Have degree-level education, ideally in finance, accounting, economics, business, mathematics or a related subject.
- Be qualified in, or part-qualified and actively studying towards completion, of a recognised professional accounting qualification (ACA, ACCA, CIMA or equivalent).

Working at CEPA

CEPA is a small, friendly organisation operating from an office in London. Outside of work, there is an opportunity to mix with colleagues at an annual awayday event, the annual Christmas party, and informal social events throughout the year organised by staff members.

Most of your day-to-day work will be conducted in our London office or at home. However, you may be required, at times, to travel and work at clients' sites (in the UK and internationally). We are currently working on a hybrid basis with a requirement to spend at least 50% of time on average working from our office or on client site.

Pay and benefits

Our expectation is that this will be a full-time role.

CEPA offers a highly competitive remuneration package for its staff, including a discretionary annual bonus and a profit-share scheme on top of the base salary.

Other staff benefits include:

- health and life insurance,
- a 5% employer pension contribution,
- 25 days paid holiday per year plus UK bank holidays, and
- a corporate 'cycle to work' scheme.

Application process

Applicants should submit a full CV and cover letter to our recruitment team via email to careers@cepa.co.uk.

Candidates who are successful with their initial application will be invited for interviews.

CEPA welcomes applications from all sections of the community. We recognise and actively promote the benefits of a diverse workforce and are committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief.

CEPA is proud to be certified as Disability Confident Committed. We will make adjustments for those who require them to ensure our recruitment process is inclusive and accessible.



UK

Queens House
55-56 Lincoln's Inn Fields
London WC2A 3LJ

T. +44 (0)20 7269 0210

E. info@cepa.co.uk

www.cepa.co.uk



cepa-ltd



@cepaltld

Australia

Level 20, Tower 2 Darling Park
201 Sussex Street
Sydney NSW 2000

T. +61 2 9006 1308

E. info@cepa.net.au

www.cepa.net.au