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**NHS PROPERTY SERVICES LTD****Job Description**

<b>Job title:</b>	<b>Evaluation and Analytics Analyst</b>
<b>Level:</b>	1
<b>Type of role:</b>	Permanent
<b>Base:</b>	London
<b>Responsible to:</b>	Evaluation and Analytics Manager
<b>Directorate:</b>	Asset Management
<b>Job reference:</b>	EAA_AM

**Main purpose / scope of the role**

This role presents a significant opportunity to provide real estate analysis that will support key real estate decisions as well as preparing investment appraisals to comply with NHS PS governance requirements.

**Key Responsibilities:**

- To support the Evaluation and Analytics Manager in preparing key financial models to aid real estate decision making for the organisation. Financial models will include discounted cashflows and P&Ls, comparing options where appropriate.
- Question and challenge the inputs provided by all individuals at all levels within the organisation. Ensuring the outputs make sense and the rationales and explanations are robust. Ensure the integrity of the data sources that feed into the financial model.
- Ability to logically problem solve and ensure that all aspects of the strategy or the real estate problem have been addressed.
- Ability to manipulate complicated spreadsheets and will therefore require Excel skills. VBA would be desirable.
- Develop and maintain an integrated financial model
- Perform sensitivity analysis on the financial model, as directed
- Perform financial analysis of the inputs and outputs of the financial model, as directed
- Be able to prepare discounted cashflows and profit and loss analysis for the Department of Health, NHS PS, commissioners/tenants and any other interested parties.
- Use NHS and accounting knowledge to sense check the inputs and outputs of the financial model

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- Provide support on ad-hoc projects
  - Help Asset Managers run multiple scenarios and iterations to support a solution- driven approach
  - Have good communication skills and be able to communicate potentially confusing financial information effectively, both verbally and in writing, to people at all levels within the organisation as well as to customers as required
  - Be expected to take an active interest in the development of their skills, experience and career
  - To support in the preparation of an integrated, detailed financial model for strategic decision-making process; the annual planning process; and significant organisation investments.
  - To build with support financial models, perform relevant validation checks, analysis and trend reviews to ensure that outputs are complete and accurate.
  - To provide detailed financial analysis to support the Property Analyst Manager in developing the financial model.
  - Liaise with individuals across Asset Management and other parts of the company to obtain the information required for financial modelling.
  - To ensure all real estate commitments follow the IAP process and comply with NHS PS governance.
  - Support individuals throughout the organisations to have informed discussions with the customers and also present to the customers where appropriate.
  - Take an active role in refining and improving the financial model, suggesting areas of improvement.

### **Responsibility for Policy and Service Development**

- To apply the current professional accounting standards and conventions in the financial model.
- Ensure analysis ties back to the latest accounting standards.
- To manage their time and to adapt, often at short notice, to requests for complex analysis work. To manage the allocated workload such that all deadlines are met, whilst completing work to a high standard, allowing for appropriate review and amendment by senior management.

### **Responsibility for Financial and Physical Resources**

- To assist the Property Analyst Manager in completing the internal financial model, and in doing so ensure the integrity of the internal calculations in the model and the outputs. This is the key input into the annual plan.
  - Timely and accurate provision of financial information to support the Property Analyst Manager in providing technical financial business advice to the organisation.
  - Ensure necessary checks are conducted on inputs into the model and on model
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calculations to ensure the accuracy of outputs.

- Perform data manipulation and analysis of complex data sets to understand key trends and use that information for financial modelling.
- Present complex data in an effective way to aid understanding by finance and non- finance colleagues.
- Perform sensitivity analysis, as directed, to assist in risk assessment and mitigation development.
- Liaise with Heads of Finance and Management Accountants on modelling the financial impact of key strategic business cases.
- To build financial models as directed and perform relevant validation checks, analysis and trend reviews to ensure that the output is complete and accurate.
- Take responsibility for the accurate and timely completion of financial templates required as directed by the Property Analyst Manager, e.g. Annual planning return, quarterly reporting template.
- Regularly use Microsoft Office software (Excel, Access, Word, PowerPoint and Outlook) to create and format spreadsheets, model scenarios and databases for both own work and to produce output reports for both internal and external audiences.
- The post holder will be responsible for modelling service changes and annual planning for substantial parts of the organisation which will directly impact on resources available to deliver services.
- Undertake variance analysis, interpret data, highlight areas of significant discrepancies and decide which matters to escalate to the Head of Financial Planning.
- Full awareness and operation of organisation/financial/basic accountancy policies and procedures, following procedures when undertaking tasks.

**Essential skills and experience:**

- Degree or equivalent or relevant experience of real estate modelling
  - Sound knowledge and skills in the practical applications of all MS Office products, notably Excel
  - An understanding of preparing financial models to tight timescales for the purposes of investment appraisal
  - Ability to manage own programmes of work with levels of accuracy required by the post, including the ability to act on own initiative in these areas and meet tight deadlines
  - Numerate and able to analyse and interpret data and information accurately and effectively
  - Demonstrate commercial acumen and ability to work at a detailed level, identify inconsistencies and make necessary changes or recommend changes where these have a significant impact on outcomes
  - Strong analytical skills with the ability to articulate complex financial problems simply
  - Ability to analyse areas of work to identify areas which would benefit from continuous and systematic improvement
  - Confident and assertive
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- Able to work effectively as part of a team
- Team player, willing to “roll up” sleeves where necessary Positive “can do” attitude and embraces change
- Good communicator (both verbal and written)
- Be an excellent communicator, be able to engage and influence stakeholders at all levels
- Ability to operate under pressure, juggle priorities and to deal with multiple often competing requests
- Some knowledge and understanding of the NHS financial environment would be desirable