**John Lewis Job Description & Person Specification**

**AS Business Studies Unit 2**

**Finance Manager**

**Contract:** Permanent

**Closing Date:** 4th March 2012

**Salary:** £62,000-£75,000

**Business Area:** John Lewis

**Branch/Location:** Victoria

**Section:** Finance Department

**Hours Of Work:** Monday-Friday 9.00am – 5.30pm

**Duties and Responsibilities:**

We are looking to recruit a Finance Manager for Planning and Analysis to join our John Lewis Finance team.   
Reporting to the Senior Manager, Financial Planning and Analysis you will coordinate and produce the John Lewis business plan financials, annual budget, monthly forecasts, monthly board and other monthly management information. You will also provide input into papers for the Board. You will lead a team that provides a hub of modelling and financial planning and analysis expertise to support the wider Finance team.   
We’ll expect you to engage with and understand the requirements of stakeholders from within the Finance team and across John Lewis.

**Desired Skills & Experience**

The ideal candidate for this role will:   
- be a qualified accountant with extensive PQE working in a commercial finance environment   
- have experience of working in a finance team within a large company, ideally a large FMCG or Retailer   
- have excellent stakeholder management skills  
- be an experienced people manager  
- be an experienced modeller ideally with experience of Hyperian or SAP