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## Junior Financial Analyst

Location: Edinburgh

Reporting to: Financial Analysis Manager

### Main Duties

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- To support the financial analysis team by preparing month-end management reports, quarterly reporting, and ad hoc financial information and analysis as required.
- The management reporting aspect includes preparation of existing financial schedules, creating and updating financial models and creating and updating financial documents using the firms reporting software.
- To analysis of all aspects of financial performance of S+W and its constituent elements – Divisions, Partner Groups, Locations, Partner Teams, Fee Earners, Clients and Sectors.
- Support the delivery of statutory requirements, including financial reporting, tax reporting and compliance analysis (e.g. Corporate and partnership tax, VAT).
- Assist the team maintain the integrity of all relevant underlying financial data, ensuring both accuracy and completeness. This includes, but not limited to, data on rates, utilisation, realisation, budgets and headcount.
- Note this will include, but not be limited to, all duties as noted in this document.

### Candidate Profile

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#### Essential

- Quick learner and able to take responsibility of tasks quickly, whilst maintaining excellent attention to detail
- Proactive and highly motivated, willing to learn and implement process improvement.
- Ability to take ownership of projects and deliver with minimal supervision.
- Good practical IT skills with experience of Excel and Word.
- Ability to work under pressure - managing, and meeting, the demands from a wide range of sources under various time pressures.
- Willingness to work additional extended hours at critical times (i.e. month/quarter/year-end) to support team deliverables.

#### Desirable

- Experience of Qlikview (or equivalent).
- Desire to progress with an accountancy qualification.

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**These duties reflect the situation at March 2021 and may be subject to reasonable change at a later date.**

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*We will process the information you provide solely for the purpose of evaluating your application for employment. The information will be disclosed to the interview panel (if relevant), your line manager (if appointed), and Human Resources staff members. We may contact any references provided for the purposes of discussing your application, and will ask your permission before doing so.*

*If you provide any information deemed to be “special category” information under the General Data Protection Regulation, we may use this as follows:*

- *We will use information about your disability status to provide appropriate adjustments to the interview process.*
- *We will use any information provided in our diversity monitoring form about your race, colour, nationality, ethnic or national origin, gender identity, gender expression, social mobility background, religious beliefs, sexual orientation, any disability information, age, and marital/civil partnership status to ensure meaningful equal opportunity monitoring and reporting. Any analysis of this data will be done on an anonymous basis.*

*Should your application be unsuccessful, the information provided will be deleted within 1 year of a decision not to progress your application.*

*If you have any further questions about how we process and store your information, or your rights in relation to this, please refer to our GDPR Privacy Notice for Applicants and Work Experience Students (available at [www.shepwedd.com/careers/working-with-us/privacy-notice](http://www.shepwedd.com/careers/working-with-us/privacy-notice))*