

## Senior Finance Analyst

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Company: JLL

Location: Warsaw

Category: business-and-financial-operations

### Essential Duties and Responsibilities

#### Role summary

The Senior Finance Analyst is an integral part of the Client Finance team, supporting the Client Finance Manager with managing all areas of a large, complex and high performing finance function.

#### Responsibilities

Responsibility for delivering effective financial control processes.

Ensuring high quality financial reporting to the JLL Account Team and the client (glide path performance reporting, budget variance reporting etc.).

Supporting the commercial management and analysis of the Account (planning & forecasting; savings tracking; etc.).

Supporting the Client Finance Manager with managing all areas of a large, complex and high performing finance function.

Client Facing activities such as: actively taking part in Clients' discussion, support Client's budget & forecast development.

Ensure and support delivery of all Client and JLL financials related to the client contract.

Supervision and development of direct reports.

Management of a robust financial control process.

Optimising the presentation and insight of finance reporting.

Co-ordination of team workflows, consolidated reporting and communication with client (such as monthly financial reporting; account performance reporting; commercial insight; risk management).

Building strong relationships and support the client-side finance teams with regular reporting and dealing with any queries / information requests.

Ability to quickly analyse process and performance trends and issues; and propose corrective solutions.

Analyse commercial and contractual aspects of the client account (e.g., savings initiative tracking; reconciliations; baseline control; business case reviews; etc).

Monitor compliance to relevant policies and procedures – make recommendations to ensure procedures are maintained, up to date and reflect ongoing project delivery needs.

Assist wider client team in developing and enhancing the client delivery platform.

Deputise for Client Finance Manager when needed.

## **Requirements**

2-3 years' experience in a similar position (working with international teams and clients).

Motivated, positive and flexible in approach to work and able to develop others in such an approach.

Proactive in identifying issues and potential solutions.

Self – supporting; diligent; can deliver to tight deadlines.

Ability to learn quickly, and desire to develop.

Ability to work collaboratively and through challenges with the client, other members of the account and corporate teams.

Customer Service: Commitment to solve requests and problems.

Excellent interpersonal and communication skills.

Excellent PC skills, proficient in Office tools, especially Microsoft Outlook Word & Excel  
VBA & Macros

## **About JLL**

We are in business to create and deliver real value for clients, shareholders and our own people in a complex world that is constantly changing.

JLL is a financial and professional services firm specialising in real estate services and investment management. We have more than 58,000 people in more than 1,000 locations in 70 countries serving the local, regional and global real estate needs of those clients, growing our company in the process. In response to changing client expectations and market conditions, we assemble teams of experts who deliver integrated services built on market insight and foresight, sound research and relevant market knowledge. We attract, develop, and reward the best, and most diverse, people in our industry, challenging them to develop enduring client relationships built on quality service, collaboration and trust.

As the leading global provider of integrated facilities management services to corporations, institutions and investor clients around the world, JLL's Integrated Facilities Management (IFM) platform brings together multiple service lines to support a comprehensive solution to its clients.

As the world of real estate changes, IFM continues to evolve to accommodate the changing environment that companies face. The best-in-class service lines that support the IFM platform include hard and soft services, engineering & operations, project management, health & safety, energy & sustainability services, supply chain management and contract administration, client accounting, technology, legal and human resources.

JLL is an Equal Opportunities Employer and encourages applications from all sections of the community.

**Diversity and equality of opportunity should be the central principle of your selection process. All stages of the process should be clear, objective and fair. Ensure you are not discriminating against potential applicants on any basis. Challenge each aspect of your job description to ensure that the requirements are essential to the role.**

### **Location:**

On-site –Warsaw, POL

If this job description resonates with you, we encourage you to apply even if you don't meet all of the requirements. We're interested in getting to know you and what you bring to

the table!

Jones Lang LaSalle (JLL), together with its subsidiaries and affiliates, is a leading global provider of real estate and investment management services. We take our responsibility to protect the personal information provided to us seriously. Generally the personal information we collect from you are for the purposes of processing in connection with JLL's recruitment process. We endeavour to keep your personal information secure with appropriate level of security and keep for as long as we need it for legitimate business or legal reasons. We will then delete it safely and securely.

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