

Job Description

Job title	Senior Finance Workday Reporting Specialist (FTC)
Profession	Digital, Technology & Data Analytics
Band	C
Directorate	CFO (Finance)
Accountable to	Group Financial Controller

Job Purpose:

To lead the design, build, and maintain financial and management reporting and analytics solutions in Workday, enabling Finance teams and leaders to access accurate, timely insights.

The role provides technical leadership in reporting design (including complex calculated fields), sets standards and governance, and acts as the escalation point for complex reporting requirements across Finance.

The role will lead the support & champion improved finance user capability, through training and transfer of knowledge across existing and emerging tools to deliver better outcomes for SNG and our customers.

Financial responsibility: No financial responsibility

People responsibility: No direct or indirect reports

Autonomy:

Within broad direction set by Group Financial Controller, this role will deliver key accountabilities. The role will be expected to use judgement to make decisions and work under minimum supervision aligned to wider group guidelines for data analytics approach. Champion data driven insights to influence decision makers.

Key Accountabilities:

- Lead end-to-end delivery of Workday financial and management reporting solutions, from requirements definition through build, testing, release, and adoption.
- Develop complex Workday reports such as the SNG Financial Statutory Accounts model (Advanced, Matrix, Composite), including multi-source reporting packs and adopting clear design and governance principles.
- Build and maintain advanced calculated field libraries (Eg KPI definitions), ensuring logic is consistent, performant, and documented.
- Own/shape reporting standards: naming conventions, report lifecycle management, version control, and decommissioning.
- Act as the reporting SME and escalation point for complex issues (security constraints, performance, data quality, business object selection).

- Design and deliver role-appropriate reporting access, working with security teams on domain policies and constrained access where required.
- Partner with stakeholders to define KPI logic and ensure consistent interpretation across the organisation (KPI dictionary / metrics governance).
- Coach/mentor Finance users and Finance/Management Reporting champions; run knowledge share sessions and provide guidance on best practice reporting patterns.
- Support project delivery and change initiatives (e.g., Workday releases, module implementations, operating model changes).
- Contribute to broader analytics strategy, including alignment with BI platforms (e.g., Power BI) and data integration approaches.
- Be a trusted business partner to the Data & Analytics team providing expertise and support for finance projects with regards to Workday, Power BI & data modelling requirements.
- Nurture the maturity of the Finance/Management Reporting champion network by providing support to ensure target levels of knowledge and skill are achieved, and sufficient champions are in place across the directorate.
- Govern standards of report production by ensuring adherence to process and best practice.
- Responsible for establishing, owning & governing foundational finance datasets, following data engineering best practice guidelines.
- Liaise closely with delivery partners in CIO to identify and document finance dataset requirements and support solution implementation.
- Develop and govern guidelines for roll out of report builder level utilising consolidated finance datasets supporting finance and operational reporting.
- Own and govern finance BI/Workday workspaces.
- Participate in data quality and compliance audits as required.
- Work closely with the central Data and Analytics team to implement data solutions that meet expected requirements set out by CIO and in relation to the business need.

General

- Role model SNG's values and behaviours, fostering an environment of trust, transparency, inclusion, and employee wellbeing.
- Demonstrate everyone safe and well everywhere, every day by making health and safety a primary consideration in your decision making.
- Participate in learning and development opportunities and activities that develop personal effectiveness and assist in improving performance in the role. Ensure all core and mandatory training is completed and kept up to date.
- Undertake any other duties as may reasonably be required in line with the level of responsibility of the post and to meet the changing needs of the organisation.

Knowledge and Skills:

Essential

- Strong and demonstrable hands-on experience developing financial/management reports in Workday reporting (advanced, Matrix, Composite and Custom reports as a minimum), design and delivery (including Composite reporting).
- Deep capability with building calculated fields and understanding of how Workday's data is organised and relationships defined.
- Proven ability to manage stakeholders, facilitate requirements workshops, and translate needs into technically robust solutions through to supporting UAT and regression testing.
- Proven ability to provide knowledge transfer/training to internal teams.
- Strong analytical skills: able to interpret stakeholder needs, validate data, and explain findings clearly.
- Good working knowledge of Workday security as it relates to reporting (domains, role-based access, constrained reporting).
- Strong attention to detail, documentation discipline, and the ability to manage multiple priorities.
- Understanding of data privacy and role-based access controls (reporting security principles).
- Effective communication and stakeholder management skills.
- Demonstrable working knowledge of how financial data is structured in Workday.
- Experience with business intelligence and data visualization tools (e.g., Workday PRISM, Power BI, Tableau etc).
- Practical working knowledge of DAX and SQL Coding.
- Knowledge of data governance principles and best practices.
- Experience in ensuring data quality and integrity through validation and cleansing processes
- Experience of managing report delivery / small projects through from conception to delivery.

Desirable

- Qualified Accountant (ACA, ACCA, CIMA, or equivalent Post Graduate accounting qualification).

This is an overview of the job and will be periodically reviewed and updated to ensure that the job description fully reflects the responsibilities required of the post holder.

Version	Job code	Author	Date created/modified	Effective date <i>DD/MM/YYYY</i>
1.0	Tbc	Patrick Wallace	18 May 2026	Asap
2.0		Deirdre Harlowe	01 June 2026	Asap