Job description

Graduate Apprentice Finance Analyst

Location: Beaconsfield. This is a full-time role with hybrid working. Some travel to sites may be required for key meetings and projects.
Reports to: Commercial Business Partner
Working with: Group & Commercial Finance, Operational Leaders, Legal, Capital Projects & Procurement, External Vendors

About InHealth:

InHealth is recognised as the United Kingdom's largest provider of specialist diagnostic and healthcare services. The organisation employs a workforce of 3,500 staff and has an annual turnover of approximately £350 million. Guided by our purpose to Make Healthcare Better, InHealth works closely with the NHS and other healthcare providers to deliver improved patient outcomes.

Central to InHealth's mission is the aim to provide high-quality local care to over seven million patients by 2030. The Finance function plays a critical role in enabling this ambition, providing robust financial planning, performance insight and commercial stewardship to support sustainable growth. Through strong financial leadership, data-driven decision-making and effective systems, Finance helps ensure resources are deployed efficiently, investment is aligned with strategic priorities, and the organisation continues to deliver high-quality services for patients and partners across the UK.

Our Values:

As a values-based organisation, InHealth is committed to principles that inform its actions and behaviours. These values - Trust, Passion, Care, and Creativity - are inspired by the core purpose of making healthcare better. They shape the way the organisation interacts with patients, customers, and colleagues, ensuring a consistent and positive approach across all areas.

Introduction:

Start your finance career where analysis becomes impact. As a Graduate Apprentice Finance Analyst at InHealth, you will learn how to turn multi-source data into clear insights that support better, faster decisions across our services. You will help input and run our financial analysis, and develop the storytelling skills to explain what changed, why it changed and what to do next. You'll be coached by your line manager and work closely with the wider finance and operations teams.

What you will do:

Build strong analytical foundations and contribute to the day-to-day reporting and insights rhythm, from preparing month-end flash and WD6 dashboards to refreshing rolling forecasts and KPI packs. You will be able to put your accountancy learning into action to supplement your studies. You will learn driver-based modelling, use Excel / Power Query / Power BI to automate and visualise, and help deliver accurate, audit-ready information that leaders can act on.

What you are responsible for:

The below is a guide. Specific deliverables could vary depending on which team you are predominantly based within.

Job description

- Technical on-the-job training to understand accounting fundamentals in a commercial and group finance environment.
- Working with departments such as Accounts Receivable, Accounts Payable, Treasury and Commercial Finance.
- Assisting in budgeting, forecast and month end procedures and tasks.
- Providing analysis of data:
    - Data consolidation
    - Trend analysis
    - Reconciliations
- Supporting with business requests, audit work, KPIs and other finance routine finance tasks from the business.
- Month-end & dashboards: prepare and check inputs for WD5 flash, Ops flash schedules and WD6 dashboards; reconcile data to source systems and flag variances early.
- Teamwork & learning: seek feedback, document your work, share tips, and support peers during peaks (month-end, budget, 5YP).

What people see in you:

- A curious, proactive learner who asks good questions and follows through to a tidy answer.
- Detail-driven and organised, with pride in accuracy, reconciliations and audit-ready files.
- A clear communicator who can turn numbers into simple messages and visuals.
- Calm under deadlines. Plans work, manages priorities and escalates risks early.
- A supportive teammate who builds trust by being reliable, respectful and open to feedback.

Measures of Success:

- **Produce accurate work:** Complete analysis and reporting tasks carefully, with checks completed and clear workings. Spot errors or inconsistencies in data and raise them early with your manager.
- **Learn and apply new skills:** Show steady progress in using Excel and developing skills in Power Query and Power BI. Build confidence in core finance activities such as budgeting, forecasting and understanding KPIs.
- **Meet deadlines reliably:** Deliver tasks on time, particularly during month-end and reporting cycles. Plan your work well and ask for help early if priorities or timelines change.
- **Communicate clearly:** Explain your work in a clear and simple way, both in writing and verbally. Use basic charts, tables or summaries to help others understand the numbers.
- **Take ownership:** Take responsibility for your tasks from start to finish, keeping your manager informed of progress. Keep your work organised and well documented so it can be easily reviewed.
- **Work well with others:** Be positive, reliable and supportive when working with teammates and other departments. Act on feedback and show a willingness to learn and improve.

You will:

- Develop hands-on skills in Excel and Powerpoint, with exposure to Power Query and Power BI.
- Adopt driver-based thinking and rolling-forecast discipline. Focus on forecast accuracy and cycle-time reduction / improvements.
- Own your tasks end-to-end: validate inputs, document logic, and communicate status clearly.

Job description

- Practice data storytelling: headline first, support with visuals that explain “why”, and clear calls to action.
- Develop confidence in presenting
- Protect data confidentiality and follow governance and control procedures.

You have experience of:

- A degree (or equivalent) in Finance, Economics, Mathematics, Accounting, Data / Business Analytics or a related field.
- Using Excel (for example with lookups, pivot tables, basic modelling). Any early exposure to Power BI (or strong willingness to learn) is advantageous.
- Genuinely be motivated and driven to develop within Finance and Accounting with an aim to study towards their professional qualification (ACCA / CIMA).
- Clear written and verbal communication. Ability to meet deadlines.
- Advantageous (nice to have): experience with Power Query, internships / placements in finance or analytics, interest in professional development (e.g. CIMA / ACCA), Awareness of financial statements and basic FP&A concepts (budgeting, forecasting, variance analysis).

Additional Duties and Responsibilities

It should be noted that the duties outlined are not exhaustive.

All members of InHealth may be asked to undertake additional tasks, provided these are within their capability.

All staff must engage in appraisals, annual self-declaration, training and self-development to meet organisational standards.

Strict compliance with statutory and company policies is mandatory for operational effectiveness.