

MATT LAWN

ROLE: FINANCIAL ANALYST - LABOUR ACCOUNTING

STREAM: FINANCE

STUDIED: FINANCIAL ECONOMICS AT THE UNIVERSITY OF ESSEX



Monday

Monday I came in and set up a download to make sure labour costing ran OK over the weekend, and while I waited for it, I caught up with the team to see how their weekends had been. It's the busiest day for grads in Labour, as we have Cost No Hours and Overtime reports to run for senior management that they like to have as quickly as possible.

In the evening we went go-karting in Camberley. This was arranged by one of the Finance guys who invited pretty much the whole of Finance in Aldershot. Loads of people turned up - from grads to senior management. Really good night out!

Tuesday

I met with my mentor in the morning for a coffee. We hadn't spoken for a while so we had a chat about how I was getting on and if there was any help I needed. He gave me some useful advice on finding out about a new role I was thinking of applying for.

In the afternoon I had to allocate mobile phone costs across the business. I'd been working with one of the IT guys on finding a more efficient way of doing this, and it was quite rewarding to actually see the method we came up with in use.

This week I had a CIMA course in the evening so I left early to get there on time.

Wednesday

An operations executive had asked me for the cost of some of the employees who worked for him. After obtaining the information, I went through the rates with him and explained how the numbers are calculated. This was interesting as it shows how much it actually costs the company to employ a team of people.

I took an extended lunch break and played 5-a-side football at a local sports centre with some of the other guys. This is always a good laugh, but it makes the afternoon gloating unbearable if you're on the losing team!

I went along to a graduate assessment centre for a while in the afternoon. An email came round asking if anyone would be willing to speak to potential new grads about life at CSC. I like to give a little back to the grad team, so I volunteered and told them about my experiences so far.



Thursday

I'm changing roles shortly, so I spent a while sorting out my move this morning. I'll be living in CSC accommodation, so I arranged to pick up the keys and spoke to my new manager about what I'll be doing in the job. I also wrote some process documentation for Harmeet, another Finance graduate, so he will know what he's doing when he takes over my role. Spent the afternoon then giving Harmeet a handover. I wanted to make sure he had all of the necessary access for the role and knew what to expect. This is also a good chance to give yourself an overview of what you've achieved in the past few months, which you can then write into your practical experience document for CIMA.

Friday

Went for our weekly fry-up in the canteen in the morning. The eTES (time entry system) helpdesk is always busy on a Friday, so I helped out answering peoples' queries. We also had a team meeting to discuss the results of an employee satisfaction survey we recently ran.

I got everything that I needed to have done finished by lunchtime, so I spent the afternoon looking through an Excel training course to see if I could find any ways of making my job easier