



Job Title: Finance Business Partner

Team: Finance and Operations Directorate

Reporting to: Head of Finance Transformation

Responsible for: All financial reporting, financial controls and business partnering responsibilities

Job Purpose:

Full responsibility for financial reporting and financial controls

Acting as trusted advisor between finance and budget holders, providing valuable analysis and insights to positively influence decision-making processes

Leading on process improvement and contributing to efficiency drive

Key Responsibilities:

- Responsible for all financial reporting, financial controls, finance processes and business partnering responsibilities
- Own the monthly accounting process, ensuring completion in line with agreed timetable
- Own the on-going forecasting, annual budgeting and the business planning processes, completing to the highest standard
- Timely detailed monthly reporting to the Budget Holders, Senior Leadership Team, Finance Subcommittee, Board and Council, with detailed variance analysis to ensure that they have sight of actuals against budget and forecast
- Monitor and, where appropriate, propose enhancements for finance control framework to ensure accuracy and robustness of financial information
- Working with and supporting the Head of Finance Transformation and Executive Director of Finance and Operations, and being responsible for understanding and providing challenge to the finances
- Building strong, supportive relationships with Budget Holders, embedding the business partnering function, holding monthly financial reviews and providing them with support and challenge for budgeting, forecasting and financial planning
- Preparation of monthly balance sheet reconciliations
- Contributing to cash management and forecasting



- Providing key financial support to internal and external audits, ensuring compliance is maintained at all times.
- Helping to review, improve and drive processes and reporting forward, working closely with the Budget Holders and the Head of Finance Transformation to implement improvements, documenting as appropriate.
- Playing a key role in driving the programme of efficiencies and best value for members across the Society
- Improving project reporting
- Support the year end accounting process and reporting
- Support quarterly VAT and annual corporation tax preparation

Date:

15 June 2022



	Essential	Desirable
Qualifications & Training	Qualified Accountant	
Work Experience	<ul style="list-style-type: none"> • 3 or more years of post-qualification experience in a role such as Management Accountant, Finance Manager or Finance Analyst or similar role • Experience of business partnering • Experience of implementing and maintaining good financial controls • Experience of effective management of monthend processes 	<ul style="list-style-type: none"> • Prior experience of financial system change or implementation
Knowledge & Skills	<ul style="list-style-type: none"> • Ability to understand and present data to convey clear and concise financial messages. • Desire to champion high performance, challenge the status quo, actively seek out improvement and efficiencies • Excellent analytical skills • The ability to explain complex financial data to non-finance individuals • Problem solving skills and the ability to think creatively • The confidence to justify and implement change 	<ul style="list-style-type: none"> • Demonstrable leadership skills



Employee Specification

Competencies &
Values

- Team player
- Strong communication and presentation skills
- Problem solver
- Ability to plan and organise
- Attention to detail
- Adaptable
- Awareness of business
- Resilient
- Independent

Other
