

ROLE PROFILE

Role Title:	Finance Business Partner
Department:	Finance
Role Purpose:	<ul style="list-style-type: none"> • Production of comprehensive management reports for Board, Exec, Committees and internal stakeholders. • Proactively engage with key business stakeholders to provide a robust financial business partnering support to the business. • Promote budgetary control and provide challenge to the business. • Ensure the provision of accurate financial information to enable business decisions to be made. • Budget production. • Forecast production. • Ensure budget holders are suitably trained in order to conduct their responsibilities around budget control and management.
Reporting to:	Senior Finance Business Partner
Responsible for:	Junior Finance Business Partner(s)
Disclosure level:	n/a
Role Level:	Frontline Manager

Key Role Responsibilities	<p>Management Accounts:</p> <p>Review monthly management accounts for area of responsibility to the period end timetable.</p> <p>Review and sense check identified trends and business reasons supporting under/over performance, and consider the impact on long term financial performance within your business area.</p> <p>Production of monthly Management Packs for Exec and Functional Directors, including commentary and explanation suitable for senior management consumption.</p> <p>Presentation of key financial information to Exec and Functional Directors.</p> <p>Challenging stakeholders on any anomalous activity to ensure financial compliance.</p> <p>Completion of monthly commercial reviews and production of output reports.</p> <p>Present financial information to influence business decisions, whether driven by business need or financial constraints.</p>
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	<p>Budgets:</p> <p>Completion of the budget for area of responsibility.</p> <p>Ensure all variable factors have been considered as part of the budget setting process.</p> <p>Presentation of budgets to Functional Directors, budget holders and Ebis users.</p> <p>Production of budget reports for area of responsibility.</p> <p>Design, delivery and development of budget holder training.</p> <p>Forecasting:</p> <p>Complete the monthly forecasting process for area of responsibility.</p> <p>Control:</p> <p>Journal review and sign offs.</p> <p>Review of Assistant / Junior business partner work for efficiency, accuracy and timeliness.</p> <p>General:</p> <p>Train and coach of budget holders to develop their own budget management skills.</p> <p>Manage, develop and empower the Junior/ Assistant Finance Business Partners, to deliver a high quality, value adding Finance service. Continuous efficiency review of working practices.</p> <p>Delivery of team work plans.</p> <p>Take a professional lead on the delivery of a strategic project relevant to the organisational and/ or Finance strategy.</p> <p>Maintain strong links with the wider Finance function providing constructive feedback and advice to support the delivery of the Finance strategy.</p> <p>Any additional duties commensurate with the grade and nature of the role.</p>
Education, Qualifications and Training	<p>Qualified Accountant (ACA/ACCA/CIMA).</p> <p>Demonstrable experience of key role responsibilities.</p>

Knowledge and Experience	<p>Production of management accounts with commentary tailored to various audiences.</p> <p>Budget reporting, setting and control.</p> <p>KPIs reporting and analysis.</p> <p>Good knowledge of excel (Vlookups, sumif, pivot tables and nested If statements).</p> <p>Financial report writing.</p> <p>Experience of line-managing / supervising a small team.</p>
Role Specific Skills & Behaviours	<p>Take ownership to deliver high quality, accurate and easy to understand financial reports and analysis.</p> <p>Lead by example in terms of work ethic and behaviours.</p> <p>Willing to challenge and try new ways of thinking or working.</p> <p>Ability to work independently.</p> <p>Ability to understand the causes of and provide solutions to issues arising.</p> <p>Ability to identify, effectively manage a team to ensure consistent high performance, including creating a positive team working environment and managing under performance.</p> <p>Accurate and detailed approach to work.</p> <p>Organised with the ability to carry out several tasks at once and to prioritise effectively.</p> <p>Ability to analyse complex data, contextualising the links between cause and effect and being able to clearly deliver the message to various audiences.</p> <p>Ability to work accurately and to tight deadlines.</p> <p>A “can do” attitude - proactive and able to use own initiative.</p> <p>Ability to communicate effectively with colleagues across the business.</p> <p>Self-motivated.</p> <p>Flexible approach.</p> <p>A positive ambassador for the team and department.</p>