

Job Title:	Finance Business Partner
Department:	Finance
Location:	Fanshaws
Role reports to:	Head of Finance

Purpose of Role:

To assist the Head of Finance to provide financial analysis and insight for the Senior Leaders and Executives

Key Responsibilities & Accountabilities

Business Partnering

- Provide regular and ad hoc management information and analysis to enable the leadership team to make key decisions
- Build strong working relationships with stakeholders for specified areas in the organisation
- Provide a key link between the Finance Department and stakeholders for specified areas in the organisation
- Pro-actively liaise and work in partnership with key stakeholders to drive income and to support increased efficiency and cost management while maintaining strong corporate governance
- Challenge existing processes and working methods to deliver continuous improvement across the organisation
- Assist stakeholders to prepare robust business cases and proposals to support new business opportunities
- Lead and/or contribute to finance related projects and initiatives as required
- Represent the Finance Department at cross-organisation forums and meetings

Monthly Reporting/Management Accounts

- Work closely with the Head of Finance to ensure that timely and accurate monthly management information is produced for stakeholders in the organisation
- Liaise with stakeholders to ensure that the financial performance for their business area is adequately monitored and managed and that any issues are identified and resolved
- Attend monthly management accounts review meetings with budget holders as required

Budgeting & Forecasting

- Support, and provide detailed strategic and financial analysis for the preparation of long term business plans, budgets and forecasts for the organisation
- Manage the annual budget process
- Manage and/or support the quarterly forecasting process as required
- Co-ordinate and contribute to performance reporting requirements, such as KPIs and balanced scorecards

Systems/Other

- Carry out data extraction and manipulation to provide financial analysis across all systems in the organisation, including:
 - Sage 200
 - ProDrive (Membership)
 - QLMS (Qualifications)

The job description may be amended from time to time by Company and, in addition to duties and tasks set out in the job description, you may be required to undertake additional or other reasonable duties and/or tasks as necessary to meet the needs of the Company.

- Work with the IT department to ensure maximum data integrity and accuracy
- Provide support to the Head of Finance as required
- Carry out other tasks and activities as required by the Head of Finance

PERSON SPECIFICATION

Essential Knowledge & Experience

- I.T. literate (MS Office)
- Qualified Accountant with at least 2 years post qualification experience in a commercial or not for profit environment
- Strong financial analysis and business partnering experience
- Experience using a range of financial and non-financial systems

Desirable Knowledge & Skills

- Hands on management accounting experience, ideally using Sage 200
- Expertise using data warehouse reporting systems to analyse/manipulate data to produce useful reports

Essential Qualifications:

- Accountancy qualification (CIMA, ACA, ACCA)

The job description may be amended from time to time by Company and, in addition to duties and tasks set out in the job description, you may be required to undertake additional or other reasonable duties and/or tasks as necessary to meet the needs of the Company.