

Job Description & Person Specification

Job title	Finance Business Partner
Directorate	Finance
Reports to	Senior Finance Business Partner
Supervises	N/A

Purpose of the Job

Reporting directly to the Senior Business Partner, the Finance Business Partner is responsible for supporting the business to achieve effective financial management.

The Finance Business Partner works closely with the business to support the organisation by providing relevant financial information and adds value using financial analysis.

Analysis includes preparation of monthly management accounts, annual budgeting, reforecasting and ad hoc analysis as required. This work provides support in decision-making across the business and provides reports as necessary to Senior Managers, Directors and the Board

Main Duties

To:

- Provide strategic and financial decision support to assigned budget holders.
- Provide constructive challenge where necessary.
- Assist the teams in developing their strategy and building business cases for any changes to operational strategy.
- Work with budget holders and their teams to understand the department's activities and drivers of income and cost.
- Develop the financial acumen of budget holders through constructive dialogue and discussion, along with coaching and mentoring of staff to understand the data.
- Develop required financial models to support decision making.
- Drive process improvements to improve efficiency and control.
- Provide finance support to organisation-wide initiatives and Finance projects.
- Prepare and present forecasts, budgets and longer-term financial plans, working together with budget holders.
- Prepare monthly reporting for budget holders and lead associated business reviews. Identify financial performance based on variance analysis and ensure any errors are corrected before the closure of the following month end.

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- Support the revenue and operations team to maximise revenue and cash collection.

Working Relationships:

Internal – Finance Team, CEO, Executive Directors, Education Business Manager, Senior Managers and Budget Holders.

External – Funders and Third-Party Suppliers

This job description and person specification is not exhaustive and amendments and additions may be required in line with future changes in the post holder's duties.

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Person Specification

Essential Experience

Qualifications:

- CCAB Qualified or equivalent

Knowledge:

- Financial Modelling
- Budget and Forecasting

Experience:

- A proven record of providing commercial support
- Budgeting and Forecasting for complex organisations

Technical/Work based skills:

- Budgeting and Forecasting, providing variance analysis
- Advanced Excel skills
- Good working knowledge of MS Office
- Ability to explain complex finance information to non-finance colleagues

General skills and attributes:

- Good interpersonal and communication skills, in writing and verbally
- Ability to prioritise workload
- Commitment to team working
- Flexibility to adapt to changing needs and demands of the organisation
- Ability to work under pressure and on own personal initiative

Desirable Experience

Qualifications:

- Degree qualified

Knowledge:

- Pricing models

Technical/Work based skills:

- Knowledge of Power BI
- Knowledge of Business Central and Continia

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General Information

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SAFEGUARDING

Shaftesbury is committed to safeguarding and promoting the welfare of adults, young people and children and expects all employees to share this commitment and follow our safeguarding policies and procedures.

EQUALITY AND DIVERSITY

Shaftesbury is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Shaftesbury aims to create and sustain an inclusive work environment which provides equality of opportunity for everyone and reflects the diversity of the communities we serve. The post holder is required to uphold the Equality and Diversity policy and comply with the code of conduct which sets out our standards of behaviour towards those who use our services or work within them.

CORPORATE VALUES

The post holder must carry out all duties in a manner which is consistent with Shaftesbury corporate values which are based on a Christian ethos. Shaftesbury does not require its staff to be practicing Christians, nor to hold religious beliefs.

POLICIES AND PROCEDURES

The post holder must also maintain the policies, procedures and practices of the organisation and as far as possible, must ensure that all activities within the work setting are consistent with those values, policies, procedure and practices.

CONFIDENTIALITY

The post holder must ensure that any information relating to employees, people supported and volunteers (future, current and past) is treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of the team or managers.

HEALTH & SAFETY

The post holder must be familiar with Shaftesbury Health and Safety policies and guidelines. All work should be undertaken so as to be consistent with these, and so as to ensure own health and safety and that of others affected by their work.

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General Information

I have read and understood the job description outlined above. I confirm that I am capable of fulfilling the responsibilities and requirements of this role. I agree to perform the duties to the best of my ability and in line with the company's expectations.

Employee Signature: _____

Employee Name (Printed): _____

Date: _____