

Job Role Profile

Role title: Associate Finance Business Partner Grade level: 3		Department: Finance Region/location: Spire Court, Horsham
Purpose of role: To assist the finance business partnering team in the delivery of a comprehensive business partnering service to key stakeholders across the Group		
Working relationships		Scope of the role
Responsible to: <ul style="list-style-type: none"> Head of Finance Business Partnering Responsible for: <ul style="list-style-type: none"> Nil 	Internal relations: <ul style="list-style-type: none"> Finance Business Partnering team Finance Leadership and Management teams Colleagues within the Finance department Directors, Service Heads and Managers Staff throughout the Group Colleagues within the Estate Care team Service Charge Project Team External relations: None	<ul style="list-style-type: none"> Day-to-day decision making in relation to the post Financial limits in accordance with Delegated Authorities

Role expectations and responsibilities that contribute to the successful delivery of our Corporate Strategy

- Providing support across the entire FP&A team, incorporating many different areas of the business
- Support in the delivery of the annual budget and quarterly/rolling forecasts
- Assist in the review of reporting integrity and instruct adjustments to business unit management accounts
- Provide financial support through projects and change including financial modelling and appraising risk and return
- Assist in performance commentary and analysis
- Undertake various, routine month end activities to support in delivery of an efficient yet accurate closing month end position
- Support in the provision of information to the Group's external and internal stakeholders as required
- Make recommendations to improve the reporting and analysis framework
- Apply continuous improvement tools and techniques to problem solve and deliver improvements
- Support the creation and conduct the testing of statement of operating procedures for processes within area of responsibility of the finance business partner
- Support in the creation and testing of forecast and budget templates
- Interpret, analyse and explain business unit performance using a range of financial and non-financial tools and techniques
- Ensure customer satisfaction by providing an efficient and well informed service.

Note:

No job description can be entirely comprehensive and the jobholder will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the job description and status of the post within the organisation.

You will be expected to carry out all duties in the context of and in compliance with the Group's Diversity and Health and Safety Policies.

Person profile		
Attributes	Essential	Desirable
1. Skills, knowledge, experience and abilities	<ul style="list-style-type: none"> • Experience of using management reporting and analysis systems • Excellent oral and written communication skills • Ability to translate financial information into understandable format for non-financial experts • High attention to detail • Ability to influence and engage stakeholders • Proficient in Excel, Word and Powerpoint • Strong team player ethic and ability to manage competing priorities from different stakeholders across finance and the business • Thorough understanding of financial transactions from books of prime entry to financial statements. • Ability to prioritise workload and meet agreed deadlines 	<ul style="list-style-type: none"> • A working knowledge of current financial reporting standards • Experience of designing ad hoc reports • Able to learn quickly and understand the needs of stake holders • Business Partnering experience • Able to work with change and changing requirements • Exposure to Cognos reporting
3. Qualifications/professional development	<ul style="list-style-type: none"> • 5 GCSE or equivalent passes (at grade C or above or equivalent) including Maths and English 	<ul style="list-style-type: none"> • Working towards professional qualification in accounting (ACA/CIMA/ACCA/CIPFA)
4. Circumstances	<ul style="list-style-type: none"> • Able to attend meetings at all group locations • Able to ensure deadlines are achieved during busy periods • A Disclosure & Barring Services check at basic level will be taken on the successful applicant. 	