



JOB DESCRIPTION

Role: Senior Finance Business Partner

Reports to: Solid reporting line into the Deputy Chief Finance Officer

Finance Directorate

1. MAIN PURPOSE OF JOB

The post holder will manage the production of monthly management accounts, provide effective financial analysis and planning, and other key management information, quickly and accurately to enable effective management decision making.

The postholder will assist in revamping our current monthly reporting suite, including developing systems for financial and business planning for Choice Support and all its subsidiaries. Producing reports and projections to inform business decisions. Including, producing costings for new business opportunities, review the financial viability of existing business, undertake re-pricing exercises to deliver better value for money.

To provide business support to operational areas, and act as the key liaison point with managers, to support and enable them to understand the financial performance of their areas.

Lead responsibility to project manage elements of the finance team input into the Digital Transformation programme as required.

2. POSITION IN ORGANISATION

The post holder will be part of the Finance department reporting to the Deputy Chief Finance Officer.

3. SCOPE OF JOB

The post holder will have responsibility for ensuring the monthly management accounts are prepared accurately within prescribed timescales.

To support the annual budget and quarterly forecast exercise, providing support to finance and operational staff

Work with the Operational team members to resolve issues in order to meeting the budgets and turn the services that are in deficit around

To work with System Accountant to deliver relevant and accurate reports.

Cover the business partnering team while during the digital transformation.

4. PROBLEM SOLVING

The post holder will propose changes to procedures with a view to improving efficiencies within the department.

The post holder will use own initiative to provide solutions to queries raised by colleagues from within and outside of the department and empower staff to do the same.

5. RESOURCES

The post holder will use the Charitie's accounting system and maintain accurate and up to date files relating to transactions and controls within their areas of responsibility.

6. INFLUENCE/IMPACT

The impact of the work of the post holder will directly influence managements' ability to make decisions based on accurate information provided to them. The work will also impact on the accuracy of information held for producing financial statements to outside stakeholders. The work of the post holder will directly affect data submitted to outside organisations, such as HMRC.

Appendix 1 – Main Activities

Post Holder will be responsible for:

1. Producing monthly management and service accounts together with other reports, within agreed timescales, seeking for increased efficiencies and investigating variances from budget, supplying full explanations thereof.

2. Improving the impact, and understanding, of financial reporting on business performance.
3. Providing analysis and delivering insight that assists managers in understanding services that are not recovering full costs of delivering the service, i.e. services in deficit.
4. Providing effective commercial feedback, initiating change, to ensure key operational, commercial, and financial budgets are delivered
5. Building partnerships and maintaining strong relationships with all senior managers and their teams.
6. Supporting the production of the annual budget and monthly forecast exercise working closely with finance colleagues and managers across the organisation to ensure that the process runs smoothly to set deadlines
7. Constantly reviewing all relevant procedures, establishing, and monitoring system controls to ensure compliance with the Charity's Standing Orders and actively seek to improve efficiency wherever possible.
8. Contributing to the development of sound financial systems, using the functionality of the software where appropriate to improve financial processes.
9. Maintaining good working relationships with other managers and staff throughout the organisation and to consult with them as necessary and providing such training and advice on financial matters as may be appropriate. Providing such routine and ad hoc reports as may be requested.
10. Assist the System Accountant in maintaining an appropriate coding systems, in consultation with other members of the accounts department, which assist budget holders accurately to assign expenditure to budgets.
11. Providing training to the Finance team and to operational staff as required in order to enhance the level of financial skills within the organisation.
12. To be responsible for the review of monthly budget holders' variance commentaries, ensuring that all explanations and actions are complete and appropriate, raising queries and obtaining answers as is necessary.
13. To be responsible for supporting and training Team and budget holders in budgetary, contractual, and financial management, and in the use of the Group's Financial Systems
14. To assist management in assessing the financial viability of and improving the financial performance of existing and future activities in accordance with best practice as directed.
15. Lead responsibility to project manage elements of the finance team input into the Digital Transformation programme as required.

16. To attend regional contract monitoring meetings as and when required

17. Ensuring that the Charities Equality and Diversity; Health and Safety and other relevant policies are applied in all aspects of work.

18. Undertaking any other reasonable duties.

Job Title: Senior Finance Business Partner

The Right Person for the Job (person specification)

Criteria	Essential
Qualifications	Qualified Accountant - (ACCA/ACA/ACMA/MAAT) At least 6 years' experience
Skills/ Experience	Excellent literacy and numeracy Advanced excel skills, Lookups, Pivot tables, Logical functions Significant experience of accounting procedures in medium-sized organisations. Experience of preparing management accounts Business partnering experience and working with operational colleagues. Experience of corporate and business relationship management. Familiar with Audit and Budgetary procedures Good verbal & written communication skills Ability to make good decisions rapidly Ability to understand complex issues
Personal attributes	Strong interpersonal skills Strong numerical and trend spotting Likes working with change and conflict Team player Great communicator

July 2024