

# Job description

## Job title

Senior Finance Business Partner

## Hours

Full time 37.5 hours per week

## Contract

Permanent

## Role profile and grade

OS50A role profile and grade 5

## Salary

£48,022 based on 37.5 hours per week, 52 weeks per year.

Maximum salary for this grade is £52,400 which is reached through biennial incremental progression.

## Location

This role will be a hybrid role partly office based at our Cheadle central office and partly based remotely

## Reports to

Head of Finance

## Type of DBS required

Standard DBS (We will apply for this on your behalf.)

## Job purpose

Working with the Finance team, the Senior Finance Business Partner (SFBP) will support the stewardship of funds, efficient and effective use of the budgets and play a key role in transformational change. The role is to protect, drive and add value to the financial resources of the Trust.

To support the Head of Finance in delivering a robust financial management and information service to the Trust.

To lead and manage a small team of staff, the AR team, to achieve outstanding results.

The role will support the budgeting and forecasting processes with the key focus of income management.

The SFBP will provide advice on income budgets across the Trust, challenge forecasts to ensure they are robust and protect the Trust's interests in managing its financial resources.

Supporting the Head of Finance in the digital transformation of financial systems and processes. The key focus will be upon income management systems, but the role will support in other areas of finance.

Develop and provide business analytics throughout every area of the Trust's operations.

## Key responsibilities

Key responsibilities will include but not limited to:

- To take a key role in the budgeting and forecasting processes for income by supporting budget holders.
- Business partnering with budget holders, analysing recorded income and forecast income and identifying variance to budget.
- Building relationships with key individuals.
- To ensure all income for services delivered, is billed and collected in line with contractual and service delivery agreements.
- Review and develop financial business processes.
- Engagement with operational management and business development to ensure the impact of operational changes is fully reflected in pricing decisions.
- Be a key part of the Trust's Finance software transformation project promoting the use of new technology across the Trust.
- Build and provide regular detailed analysis of monthly results.

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- Develop and drive KPI reports.
- Support the Head of Finance with the annual audit.
- Champion sound financial practice and compliance.

### Other responsibilities

- To support the wider finance team
- Actively engage with the Together Trust's vision, mission and values
- Commit to promoting equality, diversity and inclusion
- Undertake any other task commensurate with the grade.

### Additional information

- Due to the nature of the organisation and the small size of the team it is necessary for the post holder to be adaptable.

### Person specification

You will need to demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
<b>Education, qualifications and training</b>	Masters level qualification in accountancy or relevant experience together with fully completed chartered professional accountant qualification with a recognised accounting body. Eg CIMA/ACCA	

	Essential	Desirable
<b>Experience and skills</b>	<p>Significant number of years' experience in a management accounting or strategic finance role, providing high quality financial support and advice.</p> <p>Experience of data analysis tools</p> <p>Experience of financial accounting software and other financial systems</p> <p>Experience of delivering high quality financial analysis through excellent data analysis and data management skills with an eye to engage the audience to focus on critical issues to deliver improved performance, value for money and enable decision making.</p>	<p>Experience of working in the Public or Third sector</p> <p>Previous experience in Business Partnering</p> <p>Experience of leading and developing a team within a financial function setting</p> <p>Experience of working with non-finance teams to influence them to implement best financial working practices.</p>
<b>Knowledge and understanding</b>	<p>Expert knowledge to have the ability to oversee a strong system of credit control and working capital management to ensure fees are billed and collected at the earliest opportunity.</p> <p>Ability to work as part of a team in the provision of a professional financial</p>	<p>Experienced user of financial accounting software</p> <p>Data modelling skills</p>

	Essential	Desirable
	<p>management and business information service contributing to the effectiveness and efficiency of the Trust as a whole</p> <p>Ability to discuss financial information and concepts clearly and concisely with staff who have limited financial knowledge or training</p> <p>Knowledge and understanding of the range of issues which impact on financial performance</p> <p>Expert level of spreadsheet skill – creator level who is comfortable with data extraction, analysis, interpretation and presentation</p> <p>Skilled in developing management information reports to meet the demands of the services in respect of financial management of information</p> <p>Excellent verbal and written communication skills – ability to communicate</p>	

	Essential	Desirable
	<p>appropriately at all levels to both finance and non-finance colleagues</p> <p>Excellent interpersonal skills</p> <p>Highly analytical</p> <p>High level of attention to detail</p> <p>Ability to prioritise, organize and take responsibility for own workload and ensure deadlines are met.</p> <p>Proactive &amp; inquisitive in nature</p>	
Other	<p>Comfortable working independently and in teams</p> <p>Ability to work independently and unsupervised</p> <p>Demonstrate a commitment to respecting and displaying the Trust values at all time</p>	

Applications are welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.

