

# Job description

## Job title

Finance Business Partner

## Hours

Full time 37.5 hours per week

## Contract

Permanent

## Role profile and grade

OS45A role profile and grade 4

## Salary

£43,150.00 based on 37.5 hours per week, 52 weeks per year.

Maximum salary for this grade is £46,551.00 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

## Job purpose

We are seeking a proactive and commercially minded Finance Business Partner to support operational and central services across the Trust. This role is central to providing high-quality financial insight, planning, reporting and decision support to Trust leadership teams. You will translate data into meaningful analysis, challenge constructively, and help drive operational efficiency, cost management and delivery of business objectives.

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

To support the development and delivery of timely and insightful monthly financial information reporting.

To take a key role in the budgeting and forecasting processes supporting budget holders.

## Key responsibilities

- Business partnering with budget holders, analysing incurred cost and forecast costs and identifying variance to budget.
- Building relationships with key individuals
- Building and developing the annual budget with budget holders ensuring integrity of costs incurred and forecast estimates of income and costs
- Provide finance support to business operations through the development of cost models providing clarity on the key drivers impacting costs and value
- Review and develop financial business processes
- Develop and provide staff cost analysis across all services
- Develop ways to improve transparency of numbers reported
- Develop and drive the purchasing ordering and procurement process
- Preparation of key financial information on a monthly basis for the management team
- Build and provide regular detailed analysis of monthly results
- Develop and drive KPI reports
- Support business operations with performance information derived from data generated through finance and operational systems

## 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
Education, qualifications and training	Educated to degree level in a relevant field	Working towards accredited professional accountant qualification (ACA/ACCA/CIMA)
Experience and skills	Significant number of years experience in a management accounting or finance role  Experience of data analysis tools such as Power BI  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,	Experience of working in the Public or Third sector  Previous experience in Business Partnering

	Essential	Desirable
	value for money and enable decision making.	
<b>Knowledge and understanding</b>	<p>Ability to work as part of a team in the provision of a professional financial 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>Strong Excel skills - 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>	Experienced user of financial accounting software

	Essential	Desirable
	<p>Excellent verbal and written communication skills – ability to communicate 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>	
<b>Other</b>	<p>Comfortable working independently and in teams</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.

