

Finance Business Partner

Service:	Central Services
Responsible To:	Head of Finance
Salary:	£45,000 per annum

Job Purpose

To provide strong financial support to the Percy Hedley Foundation, including the provision of management accounts and financial analysis in a timely, accurate and consistent manner. Taking responsibility for the end-to-end management of contracts that each individual has with the Foundation for its services. To act as the main financial support for a part of our organisation and will therefore be required to understand the performance and delivery of our services in order to support decision-making and to offer advice for improvements considering the risks or constraints and how to overcome them. To influence the organisation by dynamically supporting the services in achieving their targets and objectives, to plan and forecast so we use resources as best we can, and to be value for money orientated to ensure our contracted services are fit for purpose and meet service user needs.

Main Duties

To ensure that there is effective budgetary control by taking full responsibility for production of management accounts, reviewing variances and challenging budget holders for your areas to maintain control over their cost base.

To support the Head of Finance in the development of routine budgets and reforecasts and to provide high quality and consistent financial advice, training and support to budget holders.

To support in production of financial analysis that will support development in the services.

To challenge the assumptions sitting behind the finances and look for continuous improvements to support decision-making and performance.

Main responsibilities

- To produce and distribute accurate, timely monthly management accounts to budget holders and to ensure that appropriate finance support is provided to budget holders and operational staff.

- Engage and influence operational teams to help them understand their financial position and use professional expertise to guide and improve business performance.
- To use financial analysis techniques to review areas of activity to identify continuous improvement and value for money for the organisation. To provide financial support to relevant projects.
- Build and maintain close working relations with key stakeholders, to develop a deep understanding of the business and assess the level of financial skill across the organisation.
- To produce other financial information as required by budget holders.
- Ensure that all relevant control accounts are regularly reconciled, and reconciling items cleared on a timely basis.
- To support the production of the annual audit file for external auditors and deal with queries raised by the external auditors.
- Direct line management of the Finance Assistant role.

Budgeting & Reforecasting

- To support high quality budgetary control across the Foundation by producing robust annual budgets and reforecasts. This will involve regular review meetings with budget holders and relevant members of management team to review financial performance.
- To ensure that there is appropriate first line support and training to budget holders in the production of the annual budgets and reforecasts. Ensure that there is appropriate constructive challenge to ensure that budgets submitted are robust and reasonable.
- Ensure that budget holders are provided with appropriate financial analysis and guidance to undertake the annual budgeting exercise.
- Prepare an overall analysis of the proposed budget for review by the Head of Finance.
- To provide financial support to the operational management team regarding the evaluation of new business initiatives. Support the wider Finance and operational teams in the provision of financial analysis for specific initiatives that will aid decision making over future direction and strategy.

Client Contract Management

To take responsibility for the end-to-end management of the contract that an individual has with the Foundation for its services, from a finance and legal perspective. This will include providing advice to heads of service on a suitable pricing structure for services, negotiating with our external stakeholders to obtain relevant annual fee uplifts, ensuring signed contracts are in place for new service users and that regular, timely invoices are issued.

Supported by the Finance Assistant ensure that all invoices for are issued on a regular and timely basis. Ensure that all debts are chased on a regular basis such that debtor days are kept below our target of 90 days.

Other Responsibilities

- To assist the Head of Finance in delivering excellent financial services to across all of the Percy Hedley Foundation
- To identify and highlight key risks and contribute to the development of controls and actions to mitigate against the risks
- To ensure that key finance policies are understood and complied with by colleagues
- To perform regular reviews of financial processes at operational sites to ensure effective systems and procedures are in place to support good financial controls and reduce the administrative burden on operational teams.
- To undertake any other duties as requested by the Head of Finance commensurate with your level of post.

Knowledge, Skills and Experience required

- Qualified accountant (ACA, CIMA, ACCA, AAT or equivalent) with some relevant experience or qualified by significant experience.
- Significant experience providing management accounts and other financial analysis and commentary to inform business decision making.
- Strong technical accounting skills with an ability to critically analyse and interpret financial information and discuss the implications with operational colleagues.
- Staff management experience with an ability to motivate staff to achieve objectives.
- Experience of writing reports and presentations for consideration by Management /Board.
- Confidence to constructively challenge colleagues on their financial performance and management.
- An experienced user of integrated financial systems (experience of XLedger would be advantageous) and well developed skills using standard MS Office applications particularly Excel, Word and Powerpoint.
- Excellent communication skills, both verbal and written. Demonstrable ability to communicate finance issues clearly to non-finance staff at all levels.
- Ability to prioritise workload and work under pressure to meet reporting deadlines.

Person Specification

Essential Criteria

Skills and Knowledge

- Excellent communication skills both written and verbal
- Experienced user of Finance systems
- Confident in use of MS Office, particularly Excel

Qualifications and Training

- Qualified by significant experience

Experience

- Knowledge and experience of providing management accounts and commentary to non-financial colleagues
- Experience of producing elements of statutory accounts and schedules for auditors
- Experience of producing simple budgets, reforecasts, and financial analysis

Personal Qualities

- Positive attitude in a busy and demanding environment
- Flexible and responsive to issues
- Excellent interpersonal skills
- Ability to prioritise workload and to meet reporting deadlines

Desirable Criteria

Skills and Knowledge

- Experience of delivering finance training to non-finance staff
- Use of Sage Line 50
- Use of MS Word and PowerPoint

Qualifications and Training

- Qualified Accountant

Experience

- Experience of providing ad hoc financial analysis for non-financial colleagues
- Production of Charity Statutory accounts
- Experience of producing complex budgets, reforecasts & financial analysis

Personal Qualities

- Resilience and able to deal with change

Organisational Standards

The Percy Hedley Foundation operates in a demanding and often changing environment. Members of staff must be flexible, adaptable, willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be comprehensive.

Professional Duties

- Participate in the review of the Foundations Policies, Procedures and Processes
- Participate in arrangements for the performance development review process
- Participate in arrangements for further training and professional development
- Keep up to date with changes or developments within your professional area
- Fully participate in the induction and training programme provided by the Percy Hedley Foundation
- Contribute to the professional development of other staff, including the induction of new staff.

Equality and Diversity

- Promote equality of access to education, training, and employment opportunities for disabled people, and advocate a positive attitude
- Recognise that disabled people are individuals who have specific needs
- Employ support strategies that will empower disabled people
- Show awareness of knowledge and display non-discriminatory behaviours at all times in relation to culture, race, ethnicity, disability, gender, sexuality, and age
- Recognise the importance of inclusion by using appropriate means of communication at all times
- Be flexible, trying to meet the changing needs of both disabled people and environment.

Discipline, Health and Safety

- Adhere to and promote Percy Hedley Foundation Health, Safety and Welfare policy at all times
- Purchase equipment from a recognised source
- Report all incidents and accidents to Health and Safety Officer
- Maintain a high standard of record keeping in line with Percy Hedley Foundation policies and procedures.

Safeguarding

- Safeguarding is everyone's responsibility.
- Percy Hedley Foundation have adopted recruitment and selection procedures, and other Human Resource Management processes, that help deter, reject, or identify people who might abuse vulnerable children/adults, or are otherwise unsuited to work with them.
- The Trustees/Governing Body are committed to promoting the welfare of children and young people/adults and staff are expected to ensure that the highest priority is given to following guidance and regulations to safeguard those in our care.

Confidentiality

- Respect confidentiality. All personal information about people using the foundations services to which you have access should be treated as confidential. Information about the people's needs, progress and assessment should only be shared with the team to aid support
- Remain objective and do not favour any gender, language or culture and comply with the Percy Hedley Foundation policy.

About Us

We are an ambitious, entrepreneurial, and innovative charitable business working in a person-centred way to meet the needs of people with disabilities and their families. We provide a range of high-quality services and seek out opportunities to inspire and support people with disabilities to achieve their ambitions. We believe that working together as one Foundation we achieve more than individual services would achieve alone. Our influence will be regional, national & international.

We are committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. Applicants should be aware that the post will only be offered to successful candidates subject to an Enhanced DBS check as well as other employment clearances.



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