



**Affordable homes.
Exceptional care.**

**Job Description
SENIOR FINANCE
BUSINESS PARTNER
(Manager) – Maternity Cover**

Reports to

Head of Finance

**Job
Purpose**

Lead the operational delivery and implementation of a wide-ranging Finance Business Partnering service that delivers business goals through best-in-class practices

Values & Behaviours

Believe in better

- Strive to make every experience exceptional
- Make every decision and action a responsible one; compliant, ethical, respectful and good for our planet
- Think commercially and compassionately to deliver exceptional value
- Strive for simple and be data led
- Make incremental improvements everyday, to set new standards we can all be proud of.

Here for each other

- Be kind, listen closely, trust and be trusted as we encourage and support each other to bring out our best
- Promote inclusivity, embrace diversity and recruit on fit first
- Welcome partnerships and collaborations so we might enjoy the benefits that new perspectives bring.

Love to learn

- Be curious to try, fail and learn by experimenting inside a safe space
- Commit to developing yourself and your skills and others along the way
- Take pride in contributing to the bigger picture, and help us to grow sustainably
- Take the lead. Be confident with your ideas, voice and actions.

Accountabilities

- Responsible for the implementation and delivery of best practice finance business partnering across the organisation, underpinned by a thorough understanding of the business and excellent working relationships and partnerships forged with budget holders.
- Accountable for developing and maintaining a suite of timely and accurate financial and non-financial management information with the ability to cross-cut and present by income stream and by development to enable the business to understand profitability and identify areas of improvement supported by financial data and analysis.
- In conjunction with the Head of Finance and in collaboration with budget holders across the business develop robust zero based detailed annual capital and revenue budgets, providing appropriate data, insight and challenge where required to achieve value for money
- Accountable for the preparation of accurate and timely monthly management accounts, fixed asset accounting and balance sheet reconciliations
- Preparation of monthly financial re-forecasts versus budget and identification of risks and opportunities in collaboration with budget holders
- Support the Head of Finance with new finance system implementation
- Support the Head of Finance with the annual rent setting process
- Involvement in external and internal audit process and implementation of recommendations for improvement
- Support the Head of Finance to ensure there is an effective system of internal financial control within the Association that is robust and effective. Ensure financial policies, procedure and accounting policy are adhered to within own team and across the organisation
- Act as first point of contact for all finance and accounting queries from Customer Experience and ensure the same service is provided by the management accountant to the support areas of the business.

- Support and preparation of service contract models for Customer Experience
- Work with the business to identify, deliver and measure value for money savings.
- Coach, manage and development of the Management Accountant and Finance Assistant - Rent
- Promote financial awareness across the whole organisation, fostering a culture of continuous improvement
- Be an active and effective member of the Management Team, working cross-functionally in a collaborative manner to deliver business goals, projects and priorities

Knowledge and Experience

- Educated to degree level with membership of relevant professional accountancy body with a demonstrable commitment to continuing professional development
- Able to work with autonomy to deliver business priorities and manage workload within a pressurised and dynamic operating environment
- Have core knowledge, understanding and significant experience of operational delivery across finance business partnering practices, budget and re-forecasting processes, management accounts and information, effective financial control environments and financial viability appraisal
- Proven experiences of leading and inspiring teams within in a people and service focused organisation, driving a performance culture and developing high performing employees and teams
- Good business and commercial acumen, able to understand the value of own role with the organisation, able to demonstrate project and budgetary management and an understanding of external factors impacting the organisation
- Value data and be able to use it to provide evidence to inform better business decision making.
- High levels of IT and digital literacy and an understanding of new ways of working, excellent user knowledge of Finance and Fixed Asset systems
- Desirable to have a working knowledge of the Housing sector and understanding of the regulatory and governance landscape within a similar role
- Excellent verbal, written, and interpersonal communication and influencing skills are required together with an eye for detail and a can do attitude