

LETCHWORTH GARDEN CITY HERITAGE FOUNDATION

JOB DESCRIPTION

1	JOB TITLE	Senior Finance Business Partner
2	STATUS	Permanent, Part-Time
3	HOURS OF WORK	21 hours per week over 3 working days (specific days flexible)
4	EMPLOYEE'S NAME	
5	DEPARTMENT	Finance
6	REPORTS TO	Executive Director of Finance

7	<p>SUMMARY JOB FUNCTION:</p> <ul style="list-style-type: none"> • Lead and drive forward the business accounting service - including management accounts, forecasts, budgets and ongoing development of sound financial management across the organisation. • Providing decision-relevant information, support and appropriate challenge to customers (budget holders) across the organisation. • Manage the delivery of the IT outsource contract. • Ensure that the Assistant Finance Business Partner is effectively managed, motivated and realises their maximum potential.
8	<p>REPORTING LINES: Reporting to the Executive Director of Finance</p> <p>Direct reports: Assistant Finance Business Partner</p>
9	<p>RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Promote and uphold responsibility for delivering an all-encompassing, customer focused service. • Ensure the Assistant Finance Business Partner has clear objectives, mutually agreed targets and that they are supported via effective leadership and regular 1-1 performance reviews. • Provide decision-relevant information, support and appropriate challenge to customers across the organisation. • Generate forward-looking information in order to influence decisions, highlight risks and ultimately improve operational and financial performance. • Manage the delivery of the outsourced IT support contract to include performance & contract management and KPI reporting and evaluation,

	<p>proactively managing contract performance to ensure the Foundation staff and tenants received effective IT support.</p> <ul style="list-style-type: none"> • Take specific responsibility for all aspects of business accounting, including: <ul style="list-style-type: none"> ○ Lead the production of monthly management accounts to deadline and (where appropriate) in accordance with the Charity SORP. ○ Work with the wider Finance team to validate and interpret the management accounts prior to a monthly review with the Executive Director of Finance. ○ Undertake variance analysis (only where beneficial) and prepare KPI's, detailing performance and outlook. ○ Work with diplomacy to recommend improvements to financial and operational performance. ○ Engage with customers to generate financial forecasts (year-end outturns and a separate 3 year forecast), together with supporting commentaries. ○ Present financial and other information at team briefs, customer workshops and other groups as required. ○ Coordinate and deliver the (end to end) annual budget setting process. ○ Maintain a comprehensive file for all procedure guidelines in order to maintain service levels. ○ Co-ordinate balance sheet account reconciliations for the whole department, ensuring balances are evidenced / substantiated. ○ Maintain and develop effective internal financial controls, processes and procedures ensuring adherence within the Group. For example, take the lead role for educating and supporting customers with the process for purchasing goods / services. <p>Other Tasks</p> <ul style="list-style-type: none"> • Work with the Executive Director of Finance and the Finance Manager to prepare the year end statutory accounts and associated notes. • Work interchangeable with the Finance Manager in line with the needs of the organisation (e.g. to uphold service levels). • Liaise and support the work of external auditors by preparing working papers / explanations as required. • Evidence and uphold the principles VFM, excellent customer service, continuous improvement, equality & diversity and health & safety. • Undertake other duties as required from time to time (in keeping with the nature and scale of the post). <p>Key Relationships</p> <ul style="list-style-type: none"> • Leadership Team members • Finance Manager • Assistant Finance Business Partner • Head of Grants, Partnerships and Charitable Services • Venues Manager • Internal and external auditors • All members of the finance team
10	QUALIFICATIONS /EXPERIENCE

	<ul style="list-style-type: none"> • See Person Specification (attached)
11	<p>OTHER INFORMATION:</p> <p>Working in line with corporate policies and procedures to ensure that all matters relating to health and safety are adhered to, promoted and reviewed as necessary.</p> <p>Maintaining the culture and values of the business, providing ethical working practices that support corporate policies and procedures relating to bribery and corruption.</p> <p>Undertake the role with regard to the Organisational Competencies for this role (primarily Level 1).</p> <p>The Heritage Foundations is committed to providing a working environment in which everyone feels respected and valued and able to contribute to its success in an environment free from discrimination, harassment and bullying.</p> <p>The above job description is not necessarily a finite one and does not prevent the employee receiving work outside the job description from time to time.</p>

Signed by Line Manager

Signed by Employee.....

Date of Review

PERSON SPECIFICATION		
SENIOR FINANCE BUSINESS PARTNER		
SPECIFICATION	ESSENTIAL	PREFERRED
EDUCATION / QUALIFICATIONS		
1. Fully qualified accountant (e.g. CIMA, CIPFA, ACCA, ACA)	X	
2. Recognised line management / leadership qualification		X
3. Willingness to undertake further training to support needs of the role	X	
SKILLS AND EXPERIENCE		
4. Extensive hands on experience of preparing monthly management accounts and forecasts	X	
5. Experience of leading an end-to-end budget setting process (planning through to reporting)	X	
6. Strong IT skills, including Excel	X	
7. Experience of motivating and developing employees	X	
8. Experience of improving financial management skills of customers / budget holders	X	
9. Strong influencing skills	X	
10. Ability to manage external suppliers to contract	X	
11. Experience of using financial appraisals / modelling techniques to support decision making (eg NPV, IRR, Payback, ROCE)	X	
12. Working knowledge of tax regime for UK Charities / Exempt Charities (eg knowledge of VAT, Corporation Tax, Gift Aid, use of group structures)		X
OTHER REQUIREMENTS		
13. Able to quickly gain the respect of non-financial managers	X	
14. Good communication (verbal and written) and excellent interpersonal skills	X	
15. Able to effectively challenge and influence business decisions	X	
16. Strong analytical skills and sound judgment	X	
17. Self-starter with proven track record of delivering improvement	X	

18. Strong team player and delivery orientated	X	
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