

**Job Description**

**Finance Business Partner**

Job Title: Finance Business Partner, HRUC

Section: Finance

Grade: PO2

Hours: 36 hours per week

Reporting to: Head of Financial Planning & Analysis

Base: 1 post based at Harrow – 1 post based at Richmond (occasional travel to Uxbridge may be required)

**Purpose of the Job:**

The Finance Business Partner will work as an integral member of the Finance team to proactively identify, plan and meet the finance needs of the College and HRUC. Supporting the Head of Financial Planning & Analysis and the Director of Finance the Finance Business Partner will provide a professional, customer focussed accounting service and deliver insightful, accurate and timely management information to ensure budget managers, the senior management team and other stakeholders have the information relevant to their needs, whilst providing the data needed to hold colleagues to account in delivering against the College’s and HRUC’s financial targets.

The role will include support with the preparation of budgets and forecasts and monitoring of actual income, expenditure and capital spend against targets.

**Main Duties/Responsibilities:**

1. Responsible for producing the following for Harrow/Richmond College:
* Annual budget, mid-year re-forecast and final outturn.
* Assist with creation of budget codes and addition, release or re-allocation of budget as required in accordance with delegations of authority.
* Maintain an accurate staffing establishment working with budget holders and HR staff to update for changes in staffing/posts.
* Monthly reconciliation of payroll costs and review and correction of any coding errors.
* Approval of changes in or creation of new posts in accordance with delegations of authority.
* Confirm agency spend details with budget holders to ensure accurate coding of agency staff costs.
* Monthly reporting of financial performance focusing on all areas of revenue, expenses and capital expenditure.
* Prepare data for bi-annual performance reviews, highlighting key variances
* Creation of reports and/or templates as required to meet the needs of budget holders, senior management and Governors.
1. Monitor key performance indicators, highlighting trends and analysing causes of unexpected variances.
2. Review, appraise and update systems and processes within reporting mechanisms to support efficient and effective working.
3. Monitor repairs and maintenance and capital expenditure at college level.
4. Promotion of a performance management culture across HRUC.
5. Promote a culture of innovation and customer led responsiveness, creating a Business Partner culture within the management accounts team so that budget holders trust and understand the financial data they receive and are motivated to take personal accountability for delivering the financial performance required by the College.
6. Deputise for the Director of Finance at Budget holder meetings.
7. May be required to work occasional evenings and weekends in response to the needs of the role and service.

**People Management**

1. To participate in relevant training and staff development opportunities where appropriate.
2. To take an active part in the Appraisal and Mentoring processes.

**Other**

1. Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the group’s quality assurance procedures and systems.
2. Undertake such other duties as are commensurate with the grade of the post, as may be reasonable required at the initial place of work or at other locations.
3. Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
4. To comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
5. Ensure that the Equality and Diversity and Safeguarding policies are adhered to and promoted in all aspects of the post holder’s work
6. Working in partnership and meeting with Budget holders on a regular basis

# **Safeguarding Children and Vulnerable adults**

# Understand and comply with Safeguarding legislation and ensure that best practice is embedded in all working practices as required.

# Commitment to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

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| Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College. |

###### Finance Business Partner

## Person Specification

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| --- | --- | --- | --- |
|  | Essential | Desirable | How assessed?\* |
| Qualifications |  |  |  |
| * Good standard of general education (GCSE at Grade C or equivalent including Maths and English)
 | ✓ |  | AF/Cert |
| * Completed or progressing towards a recognised accounting qualification e.g. ACCA / CIMA
 | ✓ |  | AF/Cert |
| **Knowledge, Skills and Experience** |  |  |  |
| * Minimum of 3 years’ experience in a Finance role
 | ✓ |  | AF/IV |
| * Experience of budgeting and forecasting within an accounting function
 | ✓ |  | AF/IV |
| * Experience of analysing complex data and presenting to non-finance staff
 | ✓ |  | AF/IV |
| * Experience of report writing and ability to enhance current reports
 | ✓ |  | AF/IV |
| * Detailed knowledge of finance and accounting regulations
 | ✓ |  | AF/IV |
| * Detailed knowledge of finance, particularly management accounting systems and processes
 | ✓ |  | AF/IV |
| * Understanding of the importance of confidentiality and high standards of customer care in a service driven business.
 | ✓ |  | AF/IV |
| * An awareness of the Further Education sector
 | ✓ |  | AF/IV |
| * Ability to work under pressure and to challenging deadlines
 | ✓ |  | AF/IV |
| * Excellent IT and numerical skills, including the use of spreadsheets and databases
 | ✓ |  | AF/IV |
| **Personal Qualities/Attributes** |  |  |  |
| * Ability to respond effectively to change
 | ✓ |  | AF/IV |
| * Ability to build effective working relationships and communicate effectively with staff at every level in the organisation.
 | ✓ |  | AF/IV |
| * Analytical and problem solving skills
 | ✓ |  | AF/IV |
| * Effective verbal and listening communication skills
 | ✓ |  | AF/IV |
| Competencies*Support staff should be able to demonstrate competency in all of the following areas:*Communication; Planning and Organising;Working Together; Customer ServicesAdaptability/Flexibility |  |  | AF/IV |

\*Evidence of criteria will be established from:

AF = Application Form

Cert = Certificates (Checked on induction)

IV = Interview/assessment