JOB DESCRIPTION

**POST TITLE:**  Business Partner – 6 month fixed-term contract

**GRADE:** £38,568 - £40,910

**WORK ARRANGEMENTS:** 37 hours per week/52 weeks per year

It is expected that from time to time these hours will be exceeded as reasonably necessary for the proper performance of the duties and responsibilities of the post

**DEPARTMENT:** Finance

**RESPONSIBLE TO:**  Director of Finance

**RESPONSIBLE FOR:** Supporting budget holders in all aspects of financial management

**PURPOSE OF THE POST**

To provide support to curriculum senior leadership, their budget managers and the finance team, through analysis of financial information, preparation of reports and presentation at team meetings.

**BACKGROUND**

In order to ensure the continued financial success of the College, a full ‘business partner’ model has been implemented to provide dedicated support to budget managers. The successful candidate will be embedded in the business, supporting management in decision-making through the analysis and provision of financial information, whilst working closely with the finance team to ensure the accuracy of financial reporting.

# **DUTIES AND RESPONSIBILITIES**

1. Ongoing analysis of performance and proactive collaboration with senior management to drive change and improvement.
2. Work collaboratively with the Group Accountant at month end to review and analyse financial outputs, ensuring accuracy of reporting.
3. Analysis and preparation of narrative for the monthly reporting pack.
4. Providing support to budget holders during monthly performance monitoring meetings, including presentation of financial performance to a panel and subsequent discussion.
5. Providing informed challenge at regular meetings with operational managers and budget holders.
6. Attendance at Finance team meetings and presentation of financial information.
7. Provision of training to non-finance colleagues to empower them to own their numbers.
8. Preparation of quarterly reforecasts and presentation of assumptions used and outcomes.
9. Support managers with the curriculum planning process and development of a full year budget, through the analysis of historic trends and financial assumptions, sensitivity testing and return on investment calculations.
10. Ad-hoc project work.

# **GENERAL**

1. Take responsibility for one’s own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College’s own Safeguarding Policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College’s Equal Opportunities Policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.

**Person Specification**

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| **Post:** | Business Partner – 6 month fixed term contract | **Directorate:** | Finance |

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| **Key Requirements:** | **Essential/****Desirable** | **How****Assessed** |
| **Qualifications:** |  |  |
| Maths Level 2  | **E** | **A** |
| English Level 2 | **E** | **A** |
| A qualified accountant (CIMA, ACA, ACCA) with at least 2 years post qualification experience  | **E** | **A** |
| Business, Accounting or Finance degree | **D** | **A** |
| **Experience:** |  |  |
| Experience in the further education or training sector | **D** | **A/I** |
| Embedding finance into the wider business  | **E** | **A/I** |
| Working closely with commercial colleagues to support decision-making | **E** | **A/I** |
| Problem-solving, development and presentation of solutions | **E** | **A/I** |
| Proven track record of working proactively to drive change and improvement to processes and financial performance  | **E** | **A/I** |
| Experience of working in a dynamic, changing business environment requiring a flexible and responsive approach | **E** | **A/I** |
| Outstanding communication and presentation skills | **E** | **A/I** |
| **Skills/Knowledge:** |  |  |
| Ability to plan, organise and problem solve  | **E** | **A/I** |
| A team player with a track record of working collaboratively across departments | **E** | **A/I** |
| Excellent English writing skills with a close eye for detail and accuracy of spelling, grammar and correct use of language. | **E** | **A/I** |
| Ability to work under pressure and meet deadlines. | **E** | **A/I** |
| Knowledge of education policy and funding regulations. | **D** | **A/I** |
| Attention to detail | **E** | **A/I** |
| **Other Requirements:** |  |  |
| An understanding of Safeguarding Children & Vulnerable Adults within the workplace | **E** | **A/I** |
| Full commitment to Equal Opportunities and anti-discriminatory working practices. | **E** | **A/I** |
| Willingness to undertake training in line with the needs of the role | **E** | **A/I** |

**E = Essential D = Desirable A = Application I = Interview T = Test**

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|  **Produced By:** | L Buxton | **Date Produced:** | 29/11/2017 |