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| **Assistant Finance Business Partner** |  |
| **FAMILY** | **ADMINISTRATION** |
| **LEVEL** | **6** |
| **SHAPE DESCRIPTOR****Provision of financial information to management of Business Support functions. Includes monthly management accounts, business reviews and annual budgets** |
| **LEVEL SUMMARY**Role holders at this level will evidence professional skills and expertise through professional study and/or extensive experience.They will provide specialist advice and a defined service to colleagues and other service users within an established policy framework. This may involve acting as the first point of contact for the delivery of professional services to users; liaison with other service providers and team-working. In some cases, role holders will manage a team of people. |
| **KEY DUTIES AND RESPONSIBILITIES** |
| Finance Support to Business Support departments : Non Pay | * Preparation of month end journals, including spreading costs over appropriate periods;
* Review costs posted to each department, and ensure correctly posted / recode as necessary;
* Respond to requests from support departments / other finance team members, inc ensuring costs allocated appropriately against budgets;
* Issuing month end report of expenditure to department head, including commentary on variances against budget;
* Setting up reports in Excelerator to meet non finance user requirements / coaching in the use of Agresso as necessary;
* Arrange monthly meeting with head of each department to discuss current month figures;
* Work with department head to produce a forecast for non pay each month;
* Induction / training of new managers regarding finance process & procedures, including Agresso training for PO requisition / workflow, and with Exclerator reports;
* Identify and quantify cashflows that are different to budget, providing details to the Accounting Services Manager for cash forecasting;
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| Finance Support to Business Support departments : Pay | * Review of payroll journals posted, understanding reasons for variances against budget;
* Process & review Recruitment Request forms, identifying differences against budget to department heads;
* Respond to requests from department heads re pay queries;
* Review update of establishment tracker each month and prepare forecast for remainder of the year, obtaining agreement from department head;
* Monitor spend on STS / agency labour, working with department head to agree a forecast as appropriate;
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| Business Reviews : Business Support Departments (once per term) | * Preparation & issuing YTD summaries of actual vs budget and prior year spend to department heads / senior finance in advance of review meetings (at the level specified in the review meetings timetable, consolidating departments as required);
* Support department heads to help them calculate accurate and achievable forecasts;
* Preparing & issuing commentary to department heads / senior finance covering variances to budget / prior year;
* Producing supporting analysis as required;
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| Annual Budget / 3 year plan : Business Support Departments | * Liaise with department heads to obtain staffing requirement for next financial year. Prepare cost comparison against current year & commentary re variances.
* Liaise with Group Accountant re incorporating support departments pay budgets into the consolidated pay budget
* Liaise with department heads to prepare non pay budget by activity code. Prepare comparison against current year, and commentary re variances;
* Re-state current year figures as necessary where department structures are changing;
* Prepare budget / forecast figures in the required format for upload into Agresso;
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| Monthly Management Accounts | * Posting month end journals as required (inc prepaying costs for exams, subscriptions, IT software, licences and estates contracts);
* Print off hard copy journal, attaching appropriate supporting documentation, and obtaining authorisation for each journal;
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| Finance Support to Estates | * Preparation of monthly information requested by Estates;
* Arrange monthly meeting with Estates Manager / Building Manager to review spend in detail (adding commentary to monthly management accounts), and to support with preparing forecast;
* Oversee process for setting budget, inc setting timescales, preparing analysis requested by Estates Manager, arranging review meetings, and adding narrative on year on year variances;
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| Other | * Deputising for Group Accountant
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| **REPRESENTATIVE SKILLS, KNOWLEDGE & EXPERIENCE** |
| * Role holders are likely to have at least a Level 4 qualification together with significant periods of relevant work experience. Experience is likely to be evidenced through a series of progressively more demanding roles.
* Will have sufficient knowledge and understanding of their specialism in order to provide high level advice, support and services to colleagues and service users without recourse to others on complex but routine matters.
* Will work within policies and procedures but have the knowledge and ability to recognise where change is needed.
* Will have clear and detailed understanding of the regulations and codes of practice relevant to their work.
* Will be skilled in use of relevant specialist and/or complex IT packages.
* Will have awareness of developments in the sector and the external environment.
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| **REPRESENTATIVE PERFORMANCE INDICATORS** |
| * Preparation of accurate management accounts each month within agreed timescales
* Quality of commentary in monthly management accounts on variances between actual and prior year / budgeted performance
* Monthly meetings held with each budget holder – feedback from budget holder on quality of meeting preparation / outcomes
* Accuracy of forecasts – level of variances actual vs forecast
* Prompt & accurate response to budget holder with review of Recruitment Request form / ad hoc queries – feedback from budget holder
* Issuing YTD performance reports to budget holder sufficiently in advance of review meetings
* Meet with each budget holder in advance of business review to agree a forecast and commentary on YTD variances against budget
* Preparation of accurate schedules for presentation by the budget holder at the business review
* Prompt follow up of action point from review meetings as required
* Meet with each budget holder to obtain assumptions, inc questioning to obtain the required amount of detail
* Preparation of forecasts that accurately reflect assumptions, and presentation to budget holder, obtaining feedback and amending draft forecast as required
* Preparation of final forecast for consolidation, including commentary on significant year on year variances / key assumptions
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