

Job Description

JOB TITLE:	Financial Management Business Partner
GRADE:	Grade 4
REPORTING TO:	Financial Management and Reporting Manager
RESPONSIBLE FOR:	Financial Management Specialists and Finance Assistant

ROLE SUMMARY

To lead the Financial Management team to support your relevant directorates in ensuring the delivery of an effective, flexible and customer focused service that supports the directorates to deliver their financial strategy. In addition, support the Financial Management and Reporting Manager with the effective management of the financial systems.

MAIN DUTIES & RESPONSIBILITIES

The points below are a summary of your main duties and responsibilities.

- You will lead, manage and continuously develop a high performing team in the delivery of an effective financial management business partnering service across the relevant directorates.
- You will be responsible for the management, training and wellbeing of the Financial Management Specialists and where applicable, the Finance Assistant, supporting a high-performance culture for colleagues.
- You will support the development of the short and medium term financial strategies for the directorates through working with colleagues to understand their requirements and identifying interventions required and solutions where necessary.
- You will manage the delivery of the annual budget setting process for the directorates, partnering with budget managers and directors to forecast budget requirements, including providing advice and where necessary challenge to ensure effective use of resources.
- You will lead the preparation of timely monthly and quarterly management accounts and analysis across the directorates for all budget managers, directors, Executive Management Team, Board and funders.

- You will support the development of effective technical accounting arrangements in accordance with relevant housing sector accounting requirements.
- You will support embedding effective financial management accounting arrangements and controls.
- You will manage the finance business partnering service that supports and enables the directorates through effective budget management and forecasting, working with colleagues to review financial budgets, understand variances and provide financial analysis and support to enable effective decision making and control expenditure.
- You will establish excellent working relationships with internal and external stakeholders and support the development of reporting information to meet the needs of stakeholders.
- You will be responsible for the timely preparation of the statutory annual financial statements notes and supporting analysis for your directorates, ensuring that current accounting and professional practice is adhered to.
- You will liaise with internal and external auditors, Funders, Regulators and other stakeholders as required and support the implementation of any agreed recommendations.
- You will provide advice and training to senior budget managers across the directorates on technical accounting matters.
- You will manage the effective operation and development of the financial management system OpenAccounts and the ongoing development of the Ebis module (On-line workflow management system).
- You will be responsible for providing information as required in the preparation and submission of financial returns required by the regulator.
- Managing health and safety issues in your area of responsibility in line with the relevant section(s) of the relevant Health and Safety Policy
- Complying with business confidentiality and information security policies, in line with GDPR and relevant legislation
- Live believe housing's values and behaviours, doing the right thing for our customers, our business, and our people
- To deliver financially viable and economically effective services, seeking to gain maximum benefit from the use of resources and increasing social value

No role profile can be entirely comprehensive, the post holder will be required to undertake additional duties from time to time, in line with the above responsibilities, as required by the Financial Management and Reporting Manager.

Person Specification

Experience, Skills and Qualifications

- Part qualified (ACA, ACCA, CIMA or CIPFA), equivalent to a management/strategic level [level 6 qualification], preferably with full membership of the professional accounting body
- Experience managing a Financial Management team
- Setting, managing and monitoring budgets and preparing accounts information
- Developing and improving financial management systems and procedures
- Developing financial analysis and reporting
- Statutory accounts
- Preferably experience of developing medium and long term financial strategies to meet corporate objectives, experience of managing change and achieving targets in a dynamic business environment and experience of working in a senior finance role
- Ability to provide effective leadership and management
- Ability to think, plan and manage conflicting priorities
- Ability to lead, motivate and inspire confidence
- Ability to communicate complex financial information to a range of different audiences, including non-financial staff
- Ability to negotiate, influence and persuade individuals/groups
- Can make a range of decisions under pressure, and deliver within tight timescales
- Ability to use information technology to a high level of competence
- Ability to establish practicable systems and procedures that can deliver excellent standards of financial management
- Knowledge of current accounting practice in the housing sector
- Preferably with knowledge of the current issues facing the social housing sector, knowledge of the current regulatory framework relating to the social housing sector and knowledge of all VAT and Tax regimes