

## Job Description

<b>Job Title:</b>	<b>Senior Business Partner</b>
<b>Reporting to:</b>	Finance Manager
<b>Department:</b>	Finance
<b>Direct Reports:</b>	N/A
<b>Budget:</b>	N/A
<b>JD date reviewed:</b>	March 2023
<b>Job Level:</b>	16

### Job Purpose

Provide strategic and financial insight for senior leaders of your designated business areas, helping to drive value for money throughout the organisation.

### Key Strategic Responsibilities

- Through analytical review, identify potential issues and by considering consequences and risks, assist budget holders in generating workable solutions
- Approach the business with a forward-looking perspective and be able to present key points of an argument persuasively to influence other people's views and decisions

### Key Functional Responsibilities

- Responsible for preparing accurate monthly reporting and lead monthly business reviews with the assigned teams to communicate understanding of financial performance
- Ensure detailed management information is maintained and sustain a strong financial internal control framework within the confines of overall policies and procedures and ensure that there is good corporate governance
- Design, build and use financial modelling utilising factual and realistic scenarios to support excellent decision making in line with business plans and aspirations
- Be the subject expert for designated area which might include VAT or other taxes, Service Charges or wider specialisms relating to operational areas
- Ensure that business performance is measured, analysed, explained and understood through the delivery of monthly, quarterly and annual reporting
- You will understand results and trends within the business, providing analysis that allows budget holders to deliver on their operational responsibilities and drive performance
- Work cohesively with finance colleagues, ensuring consistency and understanding of business performance
- Mentor the trainee accountants, supporting their development and empowering them to reach their maximum potential
- Line manage junior staff at the request of the Finance Manager
- Demonstrate outstanding professionalism and assist in enhancing the standing of the Finance Team across the business by forging strong and meaningful relationships with key stakeholders

Person Specification	
<b>Education &amp; qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified accountant with substantial post qualification experience</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience in modelling data</li> <li>• Demonstrable experience in a similar role and have a proven track record as a decision influencer</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Ability to prepare and present effective financial analysis that provides a clear understanding of financial performance and value for money</li> <li>• Proven analytical and investigative skills, including logical reasoning and problem solving, and be able to work both individually and collaboratively</li> <li>• Solid budgeting and forecasting experience and be committed to improving budget and forecast processes</li> <li>• Adaptable, with the ability to embrace and respond positively to change</li> <li>• Act with integrity and assertiveness when dealing with complex and business critical issues, with the ability to manage and resolve escalations</li> <li>• Advanced Excel skills</li> </ul>