

# Finance Business Partner

## JOB DESCRIPTION

**Accountable to:** Financial Controller and in their absence the Director of Finance

**Accountable for:** Finance Assistant (billing)

**Relationships:** To establish and maintain good working relationships with all managers, staff, and external stakeholders

### **Main Purpose of the post;**

As a Finance Business Partner, you will be the main interface between finance and operations ensuring controls are in place within the services to control income and expenditure. You will lead in the communication and negotiation between Autism Together and many of its funders, driving rate increases that reflect our increasing cost base. Reporting to the Financial Controller and with at least one direct report you will also provide strategic modelling, service costing and budget support and contribute to the financial performance of the organisation.

### **Key responsibilities**

- Work closely with the operation to ensure that the support we deliver translates accurately to income generated and contracts reflect this support.
- Develop relationships with funders, completing an annual fee review of all care packages, negotiating rate uplifts with local authorities, and maintaining a system to ensure all uplifts are received.
- Work with managers to reconcile internal systems containing fee data to ensure full cost recovery and accurate management accounts.
- Work with managers to help them understand their data and drive results.

- Support the Financial Controller in the overall budget and forecasting process, and modelling for change.
- Provide valuable input to financial projections.
- Support the Financial Controller with preparation of the annual statutory accounts and preparation of information for year-end audit.
- Act as a Business Partner to service budget holders, supporting them to understand and engage in their budgets and financial results.
- Develop and update costing models, including providing financial decision support for growth plans.
- Support the billing assistant to ensure all contract changes are accurately reflected in invoicing. Liaise with the billing assistant and credit controller to allow debtor queries to be resolved in a timely manner
- Line manages the billing finance assistant, including target setting, supervision, performance appraisal and sickness / holiday reporting
- Create and maintain databases for the management of fee/contracts information
- Review and streamline existing systems and develop new systems where required
- Maintain an orderly accounting filing system (digital where possible) and ensuring financial records are kept up to date and accurate
- Maintain a system of controls over accounting transactions.
- Create and update process notes and procedures
- Work with the Director of Finance and Financial Controller to ensure continuous improvement within the Finance Department.
- Cover finance team roles when required.

- Office management, ad hoc tasks and duties when and where required.

### **Data Protection Act / GDPR**

We are all expected to be aware of the Data Protection Act/GDPR and to follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

### **Other:**

To maintain a high level of professional conduct as befits an employee of the organisation.

As with all post in the organisation, a high degree of confidentiality is expected at all times. At no time will the post holder discuss the individual people we support, their families or other confidential matters connected with Autism Together and its staff, outside of the organisation. Notwithstanding, under our confidential reporting policy you will be required to raise any concerns, particularly those concerns which may be deemed a matter of safeguarding the people we support.

To carry out any other duties which may be agreed from time to time, in discussion with the Financial Controller

The post holder will be expected to undertake, in exceptional circumstances, any other duties which may, from time to time, be specified by the Chief Executive or Senior Members of staff.

This is intended as a guide to the main responsibilities of the post, and is not an exhaustive list of duties. This job description is subject to amendment, following consultation with the post holder.

## Person Specification

Essential	Desirable	How this can be demonstrated
Qualified Accountant CIMA / ACCA / ACA or equivalent (ambitious part-qualified considered)		Certificate
A-Levels or equivalent		Certificate

## Experience / Knowledge

Essential	Desirable	How this can be demonstrated
Minimum 3 years' experience in an accounting role		Application
Excellent communication and influencing skills at all levels, including relationship and stakeholder management		Application/Interview
Data management experience, including excellent attention to detail and the ability to organise large data sets and interpret them.		Application/Interview
	Experience in managing change	Application/Interview
Evidence of working under pressure and the ability to self-manage and prioritise		Application/Interview
	Line Management experience	Application/Interview
	Experience working in a public sector environment	
	Experience working with Local Authorities / health care commissioners	Application/Interview
	Experience working with costing models	Application/Interview

	Experience in developing internal processes and procedures	Application/Interview
Good understanding of statutory accounts and annual audit requirements.		
Knowledge of relevant accounting standards and regulations.		
	Experience of computerised accounting packages	Application

### Skills and Abilities

Essential	Desirable	How this can be demonstrated
Highly numerate		Interview
Strong analytical skills		Application/Interview
Negotiation skills and the ability to influence others		Application/Interview
Excellent verbal and written communications skills		Application/Interview
IT literate, specifically advanced Microsoft Excel		Application/Interview
Able to delegate and meet deadlines		Interview
Ability to build strong relationships		Interview
Confidence to work on own initiative		Interview

## Summary of Terms and Conditions of Service

- This is a permanent, full-time position.
- Hours are 37.5 per week to be worked Monday to Friday
- The salary will be paid at £35k to £45k depending on qualifications and experience
- The post is subject to a six-month probationary period
- Leave is 5 weeks per year plus 8 days statutory bank holidays. One additional day's holiday is awarded following completion of 5 years' service and two additional days on completion of 10 years' service
- Company Sick pay scheme, rising to 8 weeks full and 8 weeks half pay
- Attendance incentive scheme
- Access to a defined contribution pension scheme (NEST) with a contribution from the organisation
- Twice yearly implementation to the tax-free cycle to work scheme.
- Annual leave buy back scheme
- Discounts at local restaurants and leisure facilities

**July 2022**