



## Finance Business Partner

### Head Office

**Hours:** 37 hours Monday – Friday

**Part of the:** Finance Department

**Responsible to:** Director of Resources

**Responsible for:** Income Officer and Purchase Ledger Officer

### Purpose

To be responsible for the provision of accurate and timely financial information, which complies with relevant statutory and regulatory standards and to provide support and guidance to budget holders/colleagues on financial matters in their areas.

As a senior member of the team, the role will deliver a consistent, high quality support function, primarily to internal stakeholders, covering all aspects of financial management. The role will also provide effective management of the finance team, taking responsibility for the delivery of the department's service standards for debtor/creditor ledgers, cash controls, statutory reporting, and budgetary control.

### Responsibilities: A Finance Business Partner will

- ✓ Prepare consolidated monthly management accounts and flash reports for the Board and leadership teams with appropriate commentary and forecasts.
- ✓ Produce the year end statutory schedules of the group including liaison with the external auditors as required.
- ✓ Provide effective management of the finance team including taking responsibility for the delivery of the finance team service standards, KPIs and deadlines and line management, training and supporting the other members of the finance team as required.
- ✓ Provide monthly reporting, finance training and support to budget holders and other operational managers. To liaise with budget holders with monthly reporting to understand variances.
- ✓ Deal with other operational finance matters including oversight of the annual budgets and cash flow forecasts.
- ✓ Promote the finance department in the organisation and to encourage collaboration with operational teams.
- ✓ Be responsible for effective communication both internally and externally and to
- ✓ To develop services both within the department and organisation wide, including delivering

promote the association proactively and positively.



To develop and maintain an appropriate financial control framework



Provide a cost effective and value for money service.

financial training to other staff and managers and working on projects as required.



To deputise for the Finance Director in their absence, including at meetings.

## Qualifications and Experience: In this role a Finance Business Partner will need the following:



Minimum part qualified ACA, ACCA or CIMA accountant or qualified by experience.



Extensive demonstrable experience in preparing monthly management accounts and budget variance reporting.



A high level of commercial awareness.



Strong communication skills with proven experience in liaising with operational teams.



Strong IT skills which include the ability to use accounting software and Excel to an advanced level.



The ability to analyse financial information and communicate the results effectively.



Experience in explaining financial reports to non-financial stakeholders.



Experience in developing strong internal stakeholder partnerships.

## It would be great if you could also:



Have experience in the preparation of consolidated statutory accounts with a good knowledge of relevant financial accounting regulations.



Have experience of project management.



Have working knowledge of payroll.



Have experience of working in the Social Housing Sector.

## Skills and Abilities: In this role a Finance Business Partner will need the following:

- ✓ Demonstrable leadership and staff management skills which inspire and empowers.
- ✓ Effective time management skills and ability to prioritise own work. Takes a proactive approach to targets and workload.
- ✓ Excellent customer service skills for both other colleagues and customers.
- ✓ Ability to build proactive working relationships – collaborating with colleagues across the organisation to ensure that the finance team service standards, KPI targets and deadlines are met.
- ✓ Ability to communicate with all stakeholders, external and internal in a clear, concise way that is accurate and delivered in a way that promotes understanding.
- ✓ Understanding of the importance of value for money (VFM) and looks for opportunities to make VFM improvements such as improving processes and procedures.
- ✓ Acts as an ambassador for the association.



## Values:

Elim's customers include families and single people living in our properties for rent, young people undertaking apprenticeships or training, clients within our support services and people buying houses that we have developed, among others. We have the same aim for all these relationships: to ensure that the housing and services Elim provide serve as a platform for growth, facilitating all our customers to achieve their aspirations. In this way, we make our homes truly life changing by ensuring that our service has a positive impact long after a person has left Elim accommodation.

Elim **CARES** Values were created in partnership with our customers, staff, Board and other stakeholders, and they represent our commitment to how we deliver our services and work together successfully.

A Finance Business Partner lives by the Elim CAREs values:



### GENEROUS ANNUAL LEAVE ENTITLEMENT

Employees receive 25 days paid annual leave, rising by 1 day for each complete year of service to a maximum of 30 days.



### FLEXIBLE WORKING

We do all we can to encourage a healthy work-life balance.



### LEARNING AND DEVELOPMENT

We believe in developing our staff and investing in your learning and training.



### MILEAGE EXPENSES

We pay mileage expenses at a rate of 45p per mile.



### PENSION AND LIFE ASSURANCE

We are a member of the Social Housing Pension Scheme



### HEALTHSHIELD BENEFITS

Benefits available include Employee assistance programme, healthcare cashback and shopping discounts