



Homes that change  
people's lives

## Job Advert: Finance Business Partner

### Details

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**Reference**

001201

**Salary**

circa £47,000 per annum

**Department**

Finance

**Hours**

37 hours per week

**Job Type**

Permanent

**Location**

Head Office, Rudgeway near Thornbury

**Closing Date**

Sunday, 26 February 2023

**Planned Interviews**

Thursday, 09 March 2023

### Job Description

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Are you looking for the next step in your Finance career? This role is an ideal opportunity to gain a wide range of experience in management accounts and financial accounting in a small and supportive finance team. You'll also gain line management experience, with training and coaching provided alongside the opportunity to gain an accredited management qualification.

As a senior member of the team, the role will deliver a consistent, high quality business partnering support function primarily to internal stakeholders, focusing on financial controls and budget management. The role will also provide effective management of the finance team and take responsibility for the delivery of the department service standards, KPIs and deadlines

**What you will be doing:**

- 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.
- Maintain a suitable financial control environment that safeguards the assets and provides assurance.
- 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.
- To develop services both within the department and organisation wide, including delivering financial training to other staff and managers and working on projects as required.

Elim Housing Association is a provider of housing and support services in the West of England and Gloucestershire, our vision is 'to meet housing need and deliver homes that change people's lives'.

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.

We want to ensure we are accessible for all applicants interested in a career at Elim. If you need any assistance with your application or are unable to access our website, please contact HR on 01454 411172 option 6.

We are proud to be an inclusive and values driven organisation that celebrates the diversity of our colleagues. We see the importance of creating an inclusive workforce that reflects our diverse customer base and so welcome applications from underrepresented groups.

# Person Specification

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## What you will need to be successful:

- Minimum part qualified ACA, ACCA or CIMA accountant or qualified by experience.
- Have extensive demonstrable experience in preparing monthly management accounts and budget variance reporting.
- 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 of analyse financial information and communicate the results effectively.

Full details of the requirements of the role are detailed in the Job Profile.

## Benefits

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Elim recognises our highly-skilled and dedicated colleagues are our greatest asset in achieving our vision. Elim colleagues benefit from:

- 25 days annual holiday rising to 30 days.
- Paid day off for your birthday each year.
- Access to training and career development through Elim Skills Academy
- Company pension.
- Life Assurance.
- Annual bonus.
- Health cash plan, which includes discounts to a wide range of shops and services.
- Free onsite car parking
- Flexible working
- We'll pay for professional membership (relevant to the job role)

Elim's full benefits are detailed [here](#) and more information about our culture and values can be found [here](#).

## Contact Us

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Briarlands Office Park, Gloucester Road,  
Rudgeway, South Gloucestershire  
BS35 3QH

Call: 01454 411172  
Email: [HR@ElimHousing.co.uk](mailto:HR@ElimHousing.co.uk)

## About US

### Providing homes, supporting people.

Elim Housing is a socially responsible business delivering quality homes and support services which positively change people's lives.

We engage and innovate, and work in collaboration with others to enhance the wellbeing and independence of individuals and communities.