



Job Description

- Job Title:** Finance Business Partner
- Reports To:** Either Operational/Strategic Finance Manager
- Direct Reports:** One staff member
- Job Purpose:** Complete month end tasks for service areas to create the management accounts and year end accounts.
- To provide business support, guidance and management information to allocated service areas.
- To support the annual statutory accounts and budgets process.
- To ensure compliance with all financial, statutory and regulatory requirements through timely completion of returns and appropriate reconciliations

Salary Band:

Key Responsibilities

- To complete the month end process for relevant business areas to assist in the production of the management accounts and year end statutory accounts;
- Hold monthly budget monitoring reviews for specific areas providing guidance and insightful analysis to budget holders with support from the finance manager as required. Help budget holders to understand significant variances and trends;
- To complete appropriate monthly accounting procedures such as accruals, pre-payments and other regular journals.
- Preparation of allocated control account reconciliations;
- To assist in delivery of financial management reports for budget holders, managers and the Executive Team;
- To support the Operational Finance Manager in delivering robust annual budget setting and ongoing reforecasting processes;
- To ensure that the rent debit reconciliation and adjustments are performed on a timely basis.



- To maintain the fixed asset register, depreciation calculation and compliance with component accounting regulations for review by a Finance manager;
- To support the preparation of sections of the annual statutory accounts including associated notes and the annual audit file for review by a Finance Manager;
- Prepare reconciliations and reports for the auditors.
- To deal with requests for transactional information from our external auditors, under direction of the Strategic/Operations Finance Manager as and when required.
- To assist in the continued development of financial processes and systems, including the documenting of finance procedures and guidance notes, ensuring compliance with best practice;
- To perform cost analysis when required;
- To prepare timely and accurate financial management information such as Value for Money metrics and other KPIs and performance information in line with Corporate requirements and deadlines;
- Assist in data preparation for parts of the Group's regulatory returns;
- To support with treasury management (eg setting up payments as required and checking bank balances);
- Be a part of a team to deliver process and system improvements in the finance department and be willing to support other departments in their business transformation;
- Where required support the business transformation team to using the benefits realisation methodology;
- To cover the duties of other members of the team during holidays including but not exclusively the Assistant Business Partner and Apprentice Accountant;
- Answer and support queries from the budget holders connected to the purchase order system- E-power;
- To carry out any other duties commensurate with the post including covering all duties of the other Finance Business Partner, Assistant Business Partner and both of the Finance Business Partners Direct reports as necessary;
- To seek continuous improvement in the efficiency and accuracy of the service to deliver a customer focused, responsive and Value for Money service;
- To actively pursue own development gaining a wider understanding of the sector and take advantage of learning and development opportunities

People Management

- To set, monitor and performance manage objectives for first line reports.



- To provide a consistent, excellent service to the Group's customers through the effective management of staff;
- To support direct reports with their AAT studies where necessary. Highlight areas of training and development for them, where required to deliver this training or arrange with HR to source externally
- Manage individual performance in a fair and objective manner, consistent with the organisation's procedures, strategic objectives and values in order to support the delivery of customer focused value for money services
- Manage attendance and absence to ensure continuity of service delivery and ensure that appropriate action is taken, in accordance with the Group's policies and procedures to deal with sickness absence
- Contribute to Group-wide projects and improvement activities as and when required

Organisational Responsibilities

- To contribute towards the delivery of departmental strategic objectives;
- To maintain awareness of existing and proposed legislation and anticipate changes in best practice as they affect issues relevant to the Group and take a proactive approach by recommending service changes to the Finance Managers or Assistant Director of Finance.
- Contribute to Group-wide projects and improvement activities, providing advice, guidance and information on solutions to meet current and future business needs.

Health and Safety Responsibilities

- To take a lead role in relation to the efficient and effective management of health and safety issues in own business area.

General

- Deliver all services in accordance with Wythenshawe Community Housing Group's policies and procedures;
- Promote and embed equality and diversity as an integral aspect of working for Wythenshawe Community Housing Group, leading by example as a manager;
- Ensure value for money in all services provided; striving for continuous improvement;



- To undertake training and attend meetings as required and as directed by the Operational Finance Manager or Assistant Director of Finance;
- Ensure compliance with relevant legislation at all times;
- To carry out any other duties which are consistent or commensurate with the role and/or as directed by senior management within the Group.

No job description can be entirely comprehensive and the jobholder will be expected to adapt and carry out such other duties as may be required from time to time, on the understanding that they will be within the individual's remit and capability, and consistent with the status and responsibilities of the role within the organisation.



Person Specification

Finance Business Partner

SECTION	CRITERIA
Education & Qualifications	<ul style="list-style-type: none"> ● Part CCAB qualification/equivalent is essential. ● Excellent standard of literacy and numeracy demonstrated by GCSEs and A-level of equivalent qualifications;
Skills, Knowledge & Experience	<ul style="list-style-type: none"> ● Experience in business partnering and able to effectively communicate, influence and challenge; ● Experience in the production of timely and valuable financial management information; budgetary review and variance analysis; ● Experience of completion of management and financial accounts and the associated statutory and regulatory returns; ● Experience of balance sheet reviews including complex control account reconciliations and managing others to do reconciliations; ● Have a flexible approach to working, being able to work on own initiative and as an effective member of a team; ● The experience or knowledge of how to improve a process is desirable; ● Strong technical accounting skills and excellent attention to detail; ● An ability to explain financial concepts to non-accountants is needed; ● Experience in the Registered Provider sector is useful but not essential; ● An ability to manage many tasks and prioritise work is essential; ● Have advanced IT skills, particularly in Excel; ● An understanding of VAT would be desirable;



	<ul style="list-style-type: none">● Experience of leading and managing staff is helpful;
Key Responsibilities of Role	
<ul style="list-style-type: none">● Complete month end tasks for service areas to create the management accounts and year end accounts.● To provide business support, guidance and management information to allocated service areas.● To support the annual statutory accounts and budgets process.● To ensure compliance with all financial, statutory and regulatory requirements through timely completion of returns and appropriate reconciliations.	
Key Team Relationships	
<p>Key Internal working relationships are with:</p> <ul style="list-style-type: none">● Senior Managers● Assistant Directors and Executive● Operational Teams across the Group● Colleagues and service users <p>Key External working relationships are with:</p> <ul style="list-style-type: none">● Third party suppliers● Partners / Agencies● Contractors/Consultants – providing agreed services on the Group’s behalf	