



Job description

Job title:	Associate Finance Business Partner
Grade:	3a/b (proposed, dependent on experience & qualifications)
Department:	Finance
Responsible for:	n/a
Accountable to:	Head of Finance Business Partnering (HoFBP)

Job purpose

This role is a member of the Finance Business Partnering team delivering a high quality finance service to all business areas of the College in the following areas of corporate performance management (CPM):

- Strategy development and 'deep-dive' analysis
- Business planning, budgeting and forecasting
- Reporting and performance analysis
- Decision support and business case development

This role will have a portfolio of relatively straightforward departments, allocated by the HoFBP, for which they are the primary finance link and support for the above processes.

Specific duties and responsibilities

Strategy & Leadership

- Support the broader strategy development process by providing financial support to portfolio heads for the 'deep dive' process;
- Maintain links with peers and engage with networking groups to identify improvements in best practice in CPM.

People and Management (including self-management)

- Identify, and self-assess performance against, appropriate annual goals as part of the performance review process.

Customer Service

- Act as an exemplar of a culture of customer service and continual improvement;
- Engage, and maintain good relations with, colleagues across the College.

Finance

- Lead the annual budget and in-year forecast and the monthly (to EDT) and quarterly (to FIC) performance reporting processes for own portfolio, covering, where relevant:
 - Income and expenditure;
 - Balance sheet;
 - Capital expenditure;
 - Endowed and restricted funds;



Collaboration



Respect



Excellence



- Perform necessary periodic income or expenditure reconciliations to allow accurate reporting of the departmental financial results;
- Act as first contact to the portfolio heads for decision support and business case development for investment or strategic decisions, and refer to the HoFBP for support;
- Identify opportunities to improve processes, systems or reports;
- Identify opportunities to increase revenue, reduce costs or improve value for money or customer experience within portfolio departments.

Governance & Risk

- Support the audit process by responding in a timely way to all queries for external or internal auditors;
- Review, with the rest of the business partnering team, any audit findings and propose and implement solutions to identified weaknesses;
- Support the HoFBP in identifying, measuring and monitoring financial risks for own portfolio;
- For each major budget or forecast develop a schedule of risks to the achievement of the planned financial outcomes for own portfolio.

Systems & Data

- Assist in accounting system developments and implementations.

Other

- Any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as may be assigned by the HoFBP or Executive Director, Finance;
- The post-holder is expected to represent the College in a professional manner and ensure their own continuing professional development.



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Person Specification

Education, qualifications and experience

- Willing to study for AAT or a CCAB professional accounting qualification with a commitment to complete the exams.
- Experience in the finance function of a similarly-sized organisation
- Experience in a not-for-profit organisation (desirable)
- Experience in a professional membership organisation (desirable)

Competencies

- A self-starter able to work independently and effectively manage multiple priorities during busy periods
- A team player – effectively collaborates and supports other team members
- Good IT skills in both Excel and finance systems
- Communication skills:
 - Taking the time to listen and understand
 - Able to communicate effectively to non-financial colleagues

This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.



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Values

The post holder will also need to demonstrate the following values:

Collaboration	We embrace our collective responsibilities working collaboratively and as one college.
	<ul style="list-style-type: none">• We work together, using our collective expertise and experience to effect positive change• We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments• We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work
Respect	We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs.
	<ul style="list-style-type: none">• We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others• We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team
Excellence	We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.
	<ul style="list-style-type: none">• We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve• We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work• We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience



Collaboration



Respect



Excellence