

Role and person profile

Post title:	Finance Business Partner	Location:	Manchester (with travel between all sites)
Division:	Finance and Corporate Services	Department:	Finance
Responsible to:	Senior Finance Business Partner	Responsible for:	Coaching and Mentoring of other team members
Scale:	6	Cornerstone behaviours level:	Activity manager
Post no:	4968		

Purpose

Create and develop a valuable business partnership with the Director and Management team of a designated business unit to provide high quality financial analysis, advice and guidance that enables the division to deliver its strategic goals.

This role will have responsibility for the following areas; CEO Division, Corporate Affairs Division, Teachit section and the Doublestruck subsidiary.

Key accountabilities

1. Be an active member of the business unit leadership team gaining credibility for technical expertise and advice developing and educating relevant managers in regard to the financial implications of business performance, decisions and strategic initiatives.
2. Proactively engage, challenge and influence the relevant business Director, management team and other key stakeholders in regard to their forecasting, expenditure, annual Budget and medium term financial plan.
3. Provide relevant support to the Senior Finance Business Partner with their responsibilities including deputising when required.
4. Assess the requirements for, prepare and provide insightful and commercially focused financial analysis to the business unit.
5. Support the business unit to make informed and commercially considered strategic and tactical decisions by providing critical evaluation and challenge.
6. Seek to continually improve business process, quality and behaviour in relation to financial awareness across the business able to interpret and communicate financial data to non-financial managers.
7. Coach, mentor and advise other team members to build overall department knowledge and expertise.

General accountabilities

1. Continuously seek to enhance performance in line with business objectives.
2. To comply with all AQA's policies and other legislative requirements, including but not limited to HSE, Equal Opportunities and ISMS.
3. Where business needs change, to undertake other responsibilities which are of a commensurate level outside the terms of this role profile.

Person profile

Knowledge	Assessment
Good working knowledge of Management Accounting methodologies and techniques	A/I
Qualification	
Qualified accountant post qualified with two plus years post qualification experience	A
Skills	
Excellent critical evaluation and analytical skills	I/P
Management accounting reporting experience essential	I/P
Ability to work under pressure and to tight deadlines in a collaborative team environment	I/P
Able to take initiative and proactively lead projects, influencing and challenging business leaders using expertise and the well-developed communication skills required to advise non-finance colleagues	I/P
Ability to model, and present, business cases and report on progress of projects against budget	I/P
Strong communication skills and ability to quickly forge successful working relationships	I/P
Highly effective consulting and negotiating skills	I/P
Robust commercial acumen	I/P
Strong project management skills, able to manage multiple objectives	I/P
Skilled in the use of financial systems and tools including ERP. Used to handling challenging data.	A/I/P
Ability to operate autonomously, an inspiring self-starter demonstrating passion, energy and drive	I/P
Able to identify and implement initiatives to continually improve the efficiency and effectiveness of the department and service offering	I/P
Collaborative worker with a flexible approach able to adapt easily to change	I/P
Leadership skills	
Ability to translate a vision into achievable goals and provide clear direction to achieve organisational objectives	I/P
Inspire and motivate team members and other colleagues	I/P
Ability to lead by example to develop and maintain effective working relationships with a range of partners and stakeholders	I/P

Experience	
Experience of working in management accounting within a dynamic organisation, including, but not limited to, budgeting, forecasting, financial planning and cost and service optimisation	A/I/P
Comprehensive experience of business partnering in a commercial environment	A/I/P
Proven success of stakeholder engagement and management	A/I/P
Assessment key (criteria to be assessed at the selection stage) A – application (it is essential to provide evidence on application for shortlisting purposes) I - interview T – test (or work sample) P – probation	