

JOB DESCRIPTION

Job Title:	Date & Version Control
Finance Business Partner	October 2023
	Version:
Head of Financial Control	1.0
	Produced by:
None	Head of Financial Control

Job Purpose & Scope

The role holder will be instrumental in producing and distributing cost budgeting and reporting actual expenditure against the budget. The ability to communicate analysis for numerous levels of stakeholder, up to and including Board, is a key requirement for the role, as is building strong relationships with peers and senior management. The role holder will have a key involvement in the year end process, including both statutory audit and statutory account preparation.

Duties and Key Responsibilities

Main areas of work

- Preparation of cost budgets for several different areas of the business and for any future capital expenditure projects
- Preparation of regular re-forecasting of cost budgets and all projects
- Monitoring of all actual cost expenditure against budget levels, discussing any variance with departmental and senior managers, recommending appropriate action
- Production of board reporting, including financials, strategic dashboard and forecasting presentations
- Monitoring the effectiveness of our ESG strategy through robust performance measurement, both financial and non-financial
- Assistance in the Year End process including preparation and participation in the statutory audit and the preparation of the statutory accounts
- Development of several key models currently used within the organisation and once fully understood, develop them further so that they offer a better solution for the situation they are addressing

Conduct Rules

All employees are expected to act in accordance with the PRA and FCA Conduct Rules:

- You must act with integrity
- You must act with due skill, care and diligence
- You must be open and co-operative with the FCA, the PRA and other regulators
- You must pay due regard to the interests of customers and treat them fairly
- You must observe proper standards of market conduct

Financial Crime

All employees are expected to:

- Be aware of their personal legal obligations and the legal obligations of the Society in relation to Financial Crime
- Be aware of the Society's Anti-Money Laundering systems and controls and follow the Society's procedures
- Be alert for anything suspicious in respect of money laundering or fraud and report any suspicions in line with internal procedures
- Do not discuss any suspicions with anyone outside of the Society and do not 'tip off' a customer or prejudice an investigation

Person Specification

Qualifications & Knowledge	<p>Essential:</p> <ul style="list-style-type: none"> • Qualified Accountant (CIMA, ACA, ACCA or equivalent) • Understanding of good model governance • Knowledge of all parts of the Microsoft Office suite, including an ability to manipulate large datasets, be familiar with model building best practice, including the use of formulae to build complex calculations that minimise manual work. • An understanding of how to use Excel to build reports that detail the financial outputs in a clear and concise way. <p>Desirable:</p> <ul style="list-style-type: none"> • Working knowledge of preparing cost reporting and communicating face to face with all levels of the organisation • Working knowledge of ALMIS and Sage <p>Regulatory Knowledge (Internal Training Provided):</p> <ul style="list-style-type: none"> • TCF/Conduct Risk • FCA Regulation – BCOBS & Senior Manager Regime/Certification Regime/Conduct Rules • Anti-Money Laundering • Data Protection Act • Equality Act / Equal Opportunities • Complaints Procedure • Health and Safety
Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Experience of working with all levels of the organisation including senior stakeholders • Experience of performing a Finance Business Partner Role including budgeting and reporting • Experience of being involved in the preparation of the year end statutory audit and preparation of the statutory accounts. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of implementing a new reporting system • Experience in Financial Services
Skills & Abilities	<ul style="list-style-type: none"> • Ability to work effectively as part of a team or on own initiative • Possess excellent time management skills and organisational expertise in order to prioritise workloads to meet deadlines
Other Requirements	<ul style="list-style-type: none"> • Travel to other business locations when required