

JOB DESCRIPTION

Finance Business Partner



JOB PURPOSE

To provide accounting and analysis expertise to budget holders across Aberlour whilst supporting them to achieve their objectives. In addition, be the lead for a defined portfolio of business areas in budget setting, forecasting, business reporting and accounting advice.

PRINCIPAL ACCOUNTABILITIES

- Responsible as finance lead for a defined portfolio of budget areas across Aberlour including a mix of operational and business support functions.
- Responsible for the preparation and distribution of monthly management accounts, having prepared accounting information to trial balance stage.
- Review transactional information, processed into the finance system, ensuring quality, accuracy and integrity, highlighting and correcting any discrepancies in a timely manner.
- Ensure that salary budgets and projections correctly capture planned and proposed changes.
- Lead on the management of restricted reserves, portfolio defined, ensuring that available funds are appropriately utilised against relevant activity, making recommendations for the strategic use of reserves where relevant.
- Provide support to the Head of Financial Planning and Analysis with the preparation of accounting information to trail balance, monthly, including month end schedules in line with the Charities SORP FRS102.
- Oversee quarterly finance reviews with budget holders and report to senior management with recommendations on the outcomes, including risks and opportunities.
- Provide finance business partnering services to budget holders, undertaking regular meetings to review management reports providing recommendations where necessary.
- Lead on the annual budget setting cycle, for a defined portfolio, preparing budgets and projections in conjunction with budget holders, taking or recommending actions where appropriate.

- Provide appropriate challenge to budget holders during budgeting and projection rounds, ensuring that returns are timely, lean and in line with Aberlour's objectives.
- Responsible for the preparation of costing models for new contracts in line with tender requests, ensuring services are financially viable whilst highlighting risks and accounting requirements.
- Provide support to the Head of Financial Planning and Analysis and Director of Finance & Resources with the year end audit and production on the annual accounts in line with Charities SORP FRS102.
- Provide training/ coaching and support to budget holders their team as and when required.
- Proactive identification of inefficiencies in existing systems, processes, and activities, making realistic and achievable recommendations for improvements.

SCOPE OF PLANNING AND ORGANISATION

The post holder will report to the Head of Financial Planning and Analysis.

Professional and technical support is provided by the line manager and there is regular planned contact, team meetings and access to informal support face-to-face, online or by telephone.

The major components of work are allocated as part of the principal accountabilities and monitored by the line manager. The job holder works as part of a team and will also be required to work under own initiative.

The post holder is required to adopt a proactive and planned approach while being able to respond flexibly to changing priorities. Work is scheduled by planned timescales and deadlines; the post holder must ensure that such timescales are met. The postholder will escalate issues as required where any factors could impact on such deadlines.

SCOPE FOR JUDGEMENT AND DECISION MAKING

The post holder offers advice and guidance to operational budget holders, Assistant Directors and other functional staff as required.

The post holder will be called upon to find solutions to complex funding issues, managing deficits and where new work is taken on, ensuring that this does not strain already limited resources and overhead structures.

There is technical support available, but the post holder will exercise judgement and take decisions where necessary. The postholder has authority in relation to most issues and a

large proportion of their time will be working autonomously but may refer complex technical issues to the Head of Financial Planning and Analysis.

The post holder will be expected to participate in multi-agency meetings providing finance support to the Service Managers, Assistant Directors or other budget holders as required.

The post holder will participate on a collaborative basis within the finance department in matters of policy formulation in relation to all aspects of the Aberlour finances and financial viability of Services.

The post holder will correctly apply financial accounting policies and procedures and control systems.

RELATIONSHIPS

The Finance Business Partner is normally the first contact point for all management accounting matters / queries from services / HO departments.

Internal

- Guidance on financial matters to Assistant Directors, Service Managers, Service staff, administrative staff.
- Budget holders – advising on reporting and financial queries, budgets, costings etc.
- Managers – advising on day-to-day financial queries
- HR and payroll regarding staff (new starts and leavers) and budgets.
- All staff are expected to attend team meetings and keep up to date with changes at service and organisational level. This includes accessing work email accounts, Aberlour intranet sites and supporting our marketing & fundraising initiatives and social media channels to help promote Aberlour

External

- Local authorities, health boards, Scottish Government and other relevant funding agencies regarding funding, by video call, telephone, in writing, or through supporting senior staff at in-person meetings.
- Suppliers.

QUALIFICATIONS

Relevant qualification at SCQF level 9 or above (eg finance or accounting related degree) or studying towards CCAB recognised qualification or QBE with suitable sector experience.

EXPERIENCE

- Demonstratable experience in accounting and reporting with prior management accounting experience.

- Experience of leading on the preparation of budgets and forecast/ projections and monthly reporting processes at a departmental level.
- Experience of managing budgets for a wide range of projections with multiple fundings sources.
- Experience of negotiating and influencing senior staff to challenge budgetary assumptions and projections.

KNOWLEDGE/SKILLS

- Ability to work on own initiative and effectively as part of a team.
- Ability to analyse and evaluate complex information.
- Strong working knowledge of the use of information technology in financial management, budgeting and forecasting with the ability to apply that experience to develop and improve the reporting and monitoring systems. Experience of using Microsoft Business Central and Jet reporting would be advantageous.
- Familiarity with accounting concepts for charities and public sector organisations would be advantageous.
- Ability to communicate complex financial concepts clearly both in writing and verbally to colleagues at all levels in the organisation.
- Ability to logically analyse quantitative and qualitative information to reach well-reasoned judgements and recommendations on the adequacy and accuracy of budget holder projections and plans.

JOB CHALLENGES

- Influencing upwards and challenging existing practises constructively.
- Dealing with staff with little or no financial experience.
- Complexity across different services and different challenges – security, nature of operations, funding streams, reconciliations, etc.
- Differing local accounting practices in different sites dependent on the nature of the work and funding.

Additional Information –

- The job may involve some travel across Scotland and to head office locations to attend meetings.