

# Job Description



**Job title:** Finance Business Partner (Housing)

**Department:** Finance

**Reporting to:** Senior Finance Business Partnering

**Salary:** £56,919 per annum

**Hours:** 35 per week

**Location:** Hybrid working - based at 50 Commercial Street, London or Universal House, London

**Contract type:** Permanent

## Aim and influence

- Reporting to the Senior Finance Business Partner and working closely with other Finance Business Partners, proactively supporting the Housing Directorate by providing relevant financial information and adding value using financial analysis. This includes preparation of monthly management accounts, annual budgeting, and reforecasting to provide support in decision making.
- Implement and develop a business partnering function to improve communication and finance best practice and transparency
- Providing a high level of close, ongoing meaningful financial advice and support to departments and budget managers including timely and accurate reports

## Financial and supervisory responsibility

- This role has no direct management responsibility
- No direct budget management responsibility, but it will be advising budget holders across the organisation

## Other key details

- Home working alongside up to two days per week in our London headquarters.

## Job responsibilities

### Business partnering and financial decision support

- Develop an in-depth knowledge of the strategic plan and services in the Housing Directorate to deliver exceptional finance services understanding the key drivers of cost and income
- Cultivate strong working relationships and trust with senior staff and budget holders to coordinate strategic budget and forecast preparation and advice so that business services can be maintained and developed
- Ensure effective business focused financial advice and service is provided during budget and forecasting cycles, and on a day-to-day basis
- Acting as a trusted advisor demonstrates the ability to deliver insight, influence decisions and critically appraise plans, ensuring the Finance Business Partner role is a valued and integral part of the organisation
- To act as key point of contact and interface between the wider finance team and other teams, coordinating numerous ad-hoc and diverse requests and ensuring accurate, timely and relevant information is shared between teams
- Ensuring teams are informed of all relevant policies and procedures, changes and updates, and any wider change processes are communicated in a transparent and simple manner
- Bring numbers to life; present and communicate financial performance and analysis to stakeholders
- Add value with financial reporting and analysis including:
  - *Restricted fund management to support internal and donor reporting*
  - *Cost recovery models supporting funding bids*
  - *Internal, capital and statutory accounting*
  - *Long-term financial modelling for housing sustainability*
  - *Analysis of key cost activities*

### Financial Performance, Analysis & Management

- Responsibility for the production, collation and timely delivery of budgets and forecasts with partner teams:
  - *Support and advise budget holders on business planning, budget setting, monitoring and control process*
  - *Ensure that detailed cost centre budgets are uploaded onto the finance system*
- To work closely with the Senior Finance Business Partner ensuring financial analysis is linked with business planning through portfolio management and reporting

- Working with the Senior Finance Business Partner and wider Finance & Resources teams, ensure all month end/year end actions are completed accurately, to deadlines and compliant with financial procedures
- Lead of production of monthly management accounts, including commentary and insight linked to business drivers and budget holder narratives
  - *Analyse expenditure to ensure that monthly prepayments and accruals identified*
  - *Monitor and provide analysis of budgeted and actual staff headcount – ensuring costs are recharged to specific projects and funds*
  - *Monthly balance sheet reconciliations*
- To communicate complex financial issues to non-finance managers, with a solution focused approach, developing their understanding of financial information to improve overall effectiveness and empowering them to take full responsibility for the financial management of their budgets

### Training & Development

- As part of the Business Partnering Team, deliver finance inductions and training courses for new starters. Assist in reviewing and improving course delivery with a customer focused approach to developing new materials
- Work with stakeholders across Crisis, delivering specific training and advice as needed, to deepen their understanding of financial information, the finance function and its processes, whilst upskilling them to manage their own budgets and make value for money decisions
- Work independently and proactively when identifying personal training and development needs
- Keep up to date with appropriate technical developments in the accountancy profession to ensure best practice and compliance is maintained

### Other

- Using business insight, identify areas for continuous improvement across Crisis including end-to-end processes, reporting, communication and knowledge transfer, implementing interventions where appropriate
- Assist the Business Partnering Team in partnering new business units, projects or initiatives as needed

- Support the finance team in the continuing development and improvement of financial systems and procedures to meet changing regulatory requirements and organisational needs
- Assist the preparation of the year end annual accounts as well as point of contact for external auditors
- From time to time you may be required to cover certain duties as requested

### **General responsibilities**

- Actively encourage and support member involvement within Crisis
- Develop an understanding of homelessness and Crisis' aims
- Follow Crisis policies and procedures, including health and safety
- Carry out other reasonable duties that may be required

### **Person Specification**

#### **Essential**

- 1 ACA/ACCA/ CIMA or equivalent CCAB recognised accounting qualification
- 2 Knowledge of housing finance and accounting practices
- 3 Knowledge of charity accounting and SORP
- 4 Innovative approach and ability to work in a changing environment
- 5 Ability to build relationships across diverse functions at all levels including senior stakeholders
- 6 Excellent written and verbal communications skills particularly the ability to convey complex financial information to non-finance staff in a clear and concise manner
- 7 Ability to analyse and interpret financial data and deliver insight in a clear and engaging style
- 8 Ability to use initiative and takes a proactive approach to identifying opportunities and solutions and delivering value adding process improvements
- 9 Ability to understand a wide range of stakeholders needs and adapt approach where necessary
- 10 Highly self-motivated and able to work both independently and within a team environment, to balance pressures of conflicting priorities and meeting tight deadlines
- 11 Experience of preparing budgets, forecasts and financial models
- 12 Experience of preparing financial information including management accounts and funder reports
- 13 Commitment to Crisis' purpose and values including equality and social inclusion

Finance Business Partner, London, July 2026 – Job Pack

*We encourage applications from all sections of the community and particularly from people who have lived experience of homelessness.*

## Supporting your application

Thank you for your interest in working for Crisis.

Before you apply, please take a moment to read through the frequently asked questions below which are designed to support your application and help you understand our recruitment processes.

### The person specification requires a qualification or experience that I do not have. Is it still worth me applying?

The person specification has the key knowledge, skills, experience or behaviours needed to carry out the job successfully and you will be scored based on any information you provide. If you don't quite meet the criteria, for example if you have an understanding of something rather than experience of doing it yourself, you may still pick up points for explaining your understanding or how you might approach it. However, some of the person specification points, for example specific qualifications, are critical to the role so if you don't meet those requirements, you are unlikely to be shortlisted.

### Can I apply by sending my CV?

Occasionally we accept CVs and a covering letter but only if this is requested in the advert for the post. We don't accept speculative applications or hold CVs on file.

### What should I do if I can't complete an online application?

If you would like to apply in a different format, for example in a Word document, because you are unable to use the online process, please contact the Recruitment Team [jobs@crisis.org.uk](mailto:jobs@crisis.org.uk) It is helpful if you provide details of your requirements or suggestions about how we might best support you to apply so that we're able to consider alternatives.

### How can I maximise my chance of being shortlisted?

It is important that you complete all sections of the online application form to ensure that the recruiting panel understand your interests, skills, behaviours, knowledge and experience.

Shortlisting is mostly based on the information you provide in the assessment form section. A strong application will also be in line with the **Crisis Values** that you can find on our website.

**Please note!** If you don't provide full responses against the person specification points, the panel won't be able to score your application fully and it will be unlikely there is enough information for you to be shortlisted.

### How quickly will I know if I have been shortlisted?

Every recruitment campaign will be different depending on how quickly the shortlisting panel can review applications but if you have not been shortlisted, you will receive an email from us confirming that.

### If I am not shortlisted, can I get feedback on my application?

Unfortunately, we cannot offer feedback on your application if you are not shortlisted for interview.

### Can I get feedback after my interview?

We appreciate that information about where you did well or less well can be useful, so if you are not successful following interview, we are able to provide feedback.

**Will you notify me of future vacancies?**

Once you have registered via Crisis Jobs Online, you can sign up to receive notifications of new vacancies based on the criteria you select. We also recommend that you check our website regularly for details of new vacancies.

**I recently applied for a role and was not successful but have seen the role re-advertised. Is it worth me applying again?**

If the gap between advertising has been short, we would normally advise that candidates need not apply again, unless you have re-written and enhanced your application. Some examples might be that you have strengthened your examples using the STAR technique above.

## Crisis Jobs Online

**I have typed my personal statement answers into the online form, but it won't let me save them. What should I do?**

There is a word limit of 400 per answer so it could be that you have exceeded the limit and that is what is preventing you from saving your work.

**I filled in the personal statement section and tried to save it/submit it. However, it wouldn't do this, and my information was lost. Is there any way to retrieve it?**

You are encouraged to record your answers in a Word document first before copying and pasting your answers into the online application form, using the keyboard shortcuts Ctrl + C to copy and Ctrl + V to paste. The application form has a strict time out limit and so if you take longer than that limit you will lose your work, and we are unfortunately not able to retrieve it.

**Where can I get help?**

If your query has not been answered above, you can contact the Recruitment Team [jobs@crisis.org.uk](mailto:jobs@crisis.org.uk) for support.