

## **JOB VACANCY**

**Job Role:** Finance Business Partner

**Responsible to:** Finance Director

**Salary:** £50,000 - £60,000 pa

**Full Time / Permanent / Hybrid (with at least 3 days working from MKDP offices)**

## **BACKGROUND**

Milton Keynes Development Partnership LLP (MKDP) was established in 2013 by Milton Keynes Council (MKC) to hold and promote the development of specific assets purchased from the Homes & Communities Agency and other assets belonging to MKC. Although technically MKDP LLP is wholly owned by MKC, the Council, recognising the need for specialist skills, has delegated general responsibility for the operation of MKDP's business to an Independent Board.

Ours strategic mission is to:

**Deliver the Council's aspirations for growth in the Council Plan and Council's Local Plan**

Milton Keynes Council (MKC) plan can be found [here](#) and the Local Plan can be found [here](#). The Council's vision is for a thriving Milton Keynes, growing to be the greenest and most sustainable city in the world, ensuring a fairer, hardworking and more equal Milton Keynes for all, within a Greater Milton Keynes of 500,000 people. A copy of our current business plan that sets out our plans for the next three years can be found [here](#)

## **JOB ROLE**

As part of a small finance team the Finance Business Partner will work closely with the Finance Director and the Finance Officer in providing finance and business support services for Milton Keynes Development Partnership LLP and its subsidiary.

You will provide day to day accounting and financial management services, including leading on the delivery of in a timely and accurate monthly management accounts, annual financial reports, budget setting and forecasts.

### **Key Deliverables**

- Prepare the financial statements including accompanying notes and schedules.
- Work closely with the Finance Director in managing the year end process and external audit process, ensuring a high-quality set of working papers and all other necessary information is provided to the auditors in a timely, efficient manner and that any resultant adjustments are processed promptly.
- Responsible for the completion of all statutory returns, including tax returns for MKDP
- Prepare monthly management accounts, including I&E, cashflow forecast and balance sheet.
- Work closely with the budget holders, including the Property Director & the Special Projects Director, in preparing the annual budgets, quarterly forecasts and understanding the variance analyses.
- Provide support to the Finance Director and the General Counsel with internal audits and implementation of audit recommendations.
- Oversee the periodic issuance of commercial service charges and rent charge increases and year-end reconciliations.
- Ensure that all monthly reconciliations are completed in collaboration with the Finance Officer, and seek to improve on any inconsistencies in reporting

- Work closely with the Finance Director in preparing the medium & long-term financial forecasts and stress testing required for the business plan.
- Contribute to the overall effectiveness and operational management of the wider Council Finance Service, seeking continuous improvement within the finance service by developing processes and systems, ensuring they cater for MKDP's requirements.
- Proactively provide the MKDP Executive team with the information that they need to make informed decisions and be open and timely in alerting the Finance Director to matters that present a risk or material concern to MKDP, its reputation and viability.
- Support the Finance Director in the setting of high standards of probity and governance and advise the budget holders on matters concerning the financial regulations and procedures. Ensure advice provided to them is clear and accessible.

Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide need

## JOB REQUIREMENTS (KEY SKILLS & QUALIFICATIONS)

- Qualified accountant (CCAB) with relevant post-qualification experience and evidence of ongoing CPD.
- Strong financial accounting experience. Up to date technical knowledge of the Companies Act and Accounting Standards with the ability to apply FRS102 together with experience of reporting in a complex organisation. This should include some experience in working in a property environment (either housing or commercial, can be an investor or developer).
- Extensive experience of using accounting software. **Desirable:** experience of using ERP Gold or Agresso
- Be able to explain complicated and technical information in a manner that can be understood by others with different levels of knowledge on the subject, including senior stakeholders, using multiple tools; written (preparation of presentations and report writing including cabinet papers), spreadsheets (financial modelling) and deliver presentations.
- An understanding of working in a political environment
- Experience of using accounting software. Advance level Microsoft Excel skills
- Previous experience of preparing year end accounts and annual budgets
- Excellent level of numerical ability
- Able to analyse, interpret, explain and summarise data and issues in a logical manner,
- Excellent attention to detail
- Able to demonstrate a well organised and systematic approach to work
- A good team player

## BENEFITS

We are really proud of the benefits we are able to offer our staff here including:-

- Local Government Pension Scheme
- 28 days annual leave per year in addition to statutory and public holidays, rising to 31 days after 5 years.
- Staff discount scheme
- Our Professional Development Centre with access to in-house courses
- Cycle to Work Scheme
- Professional subscription paid