



Job Description

Job title: Finance Business Partner

Directorate:	Finance, Resources and Planning	Team / Function:	Finance and Planning
People Manager?:	No	Direct Reports:	N/A
Size of team:	5	Grade:	F

About the Job:

Job Summary

The Finance Business Partner plays a critical role in supporting colleagues across the organisation to understand the financial position of the charity and its activities, provide financial insights and act as a critical friend in assessing opportunities and challenges.

In this role, you will be a trusted advisor to the managers and leaders within the organisation adding real value and strategic insight to assist in decision making. Supporting organisational wide business planning processes and the development of business cases and proposal. You are key to supporting the development of a culture of financial awareness and transparency ensuring that the charity uses its financial resources wisely and appropriately and minimising areas of fiduciary or statutory risk.

Main responsibilities

1. Introducing and embedding Finance business partnering with teams across the charity to provide up to date, informative financial analysis and reporting
2. Working with the Head of Finance and Planning to develop the charity's financial reporting, utilising data to develop forward looking forecasting
3. Act as critical friend to provide challenge and ensure a financial lens is applied to opportunities
4. Building financial awareness with non-financial staff, and capability in managers to understand and interpret budgets and costings, and increase competency to financial management processes that fall under their remit
5. Working with the Head of Finance and Planning on the annual budget, long term projections and to assist with the annual business planning process
6. Responding to organisational requirements by providing proactive financial analysis to support teams across the charity
7. Liaising with the Financial Accountant to ensure accurate month end reconciliations and management of accruals and prepayments.
8. Support the Head of Finance and Planning in developing and maintaining a culture of continual improvement of processes and procedures within the finance department

Version 1

Date Created:	June 2024	By:	Head of Finance and planning
Last Amended:		By:	
HR Approval	June 2024	By:	HR Business Partner



9. Please note that job descriptions cannot be exhaustive, and all employees may be required to undertake other duties, which are broadly in line with the above key responsibilities

Other things to note about this role are:

N/A

Person Specification

About you:

To be successful in this role you will need the following:

Qualifications & Experience		D	E
1.	Part Qualified Accountant (ACCA/CIMA/ACA/or equivalent)		X
2.	Have accountancy experience		X
3.	Experience of business partnering at similar levels of seniority		X
4.	Knowledge of the Charity SORP (Statement of Recommended Practice)	X	
5.	Experience of SUN Accounting	X	
Skills & Abilities		D	E
1.	Excellent attention to detail.		X
2.	Strong analytical skills with the ability to interpret both numerical and qualitative data quickly and accurately to forecast and detect variances/trends.		X
3.	Ability to use Excel to analyse complex data and prepare reports.		X
4.	Able to present complex and complicated information in a way that helps others to understand.		X
5.	Strong communication and presentation skills – Both oral and written in formal and informal way.		X
6.	Able to coach and develop financial awareness in others.		X
7.	Able to provide solution focussed support and interactions.		X
8.	Able to influence and gain buy-in and commitment with internal stakeholders.		X
Personal Qualities & Attributes		D	E
1.	Have a personable approach and ability to build strong relationships with stakeholders		X
2.	Continuous process improvement and, critical evaluation and thinking mindset.		X
3.	Commitment to being a good team player and to actively collaborate within the Finance, Planning and resources team and wider Pancreatic Cancer UK teams.		X

D = Desirable / E = Essential

All Employees are expected to:

Version 1

Date Created:	June 2024	By:	Head of Finance and planning
Last Amended:		By:	
HR Approval	June 2024	By:	HR Business Partner



- Show commitment to our vision, mission, and values: Determined, Compassionate, Pioneering, Integrity and demonstrate this through their work and interactions internally and externally, and on our behalf.
- Be committed to furthering the aims of the organisation and to learning and developing their own skills to grow both themselves and the organisations capabilities.
- Respect our obligations and approaches to health and safety, data protection, equality and diversity and safeguarding compliance and best practice.
- To be responsible for looking after themselves and their health and to let us know if we are doing anything to affect or impact on this.
- Understanding and accept Pancreatic Cancer UK's policy on the use of animals in research which is in accordance with the AMRC.
- To promote and safeguard the good reputation of the organisation and act in a way which is ethical and moral, and to not undertake any activities that will bring the organisation into disrepute.

Version 1

Date Created:	June 2024	By:	Head of Finance and planning
Last Amended:		By:	
HR Approval	June 2024	By:	HR Business Partner