

Individual Role Profile

Title:	Junior Finance Business Partner
Career Family:	Manager/ Senior Officer
Grade:	E
Reports To (role):	Finance Manager – Financial Management

Summary of Role

- Act as support to finance business partners to work and engage key stakeholders across the organisation
- To support with the preparation of high quality monthly management reporting with commentary within agreed time cycles including preparing and posting monthly schedule of deferred & accrued income & expenditure, ensuring all income and expenditure are correctly posted.
- Analyse the management accounts and instigate the appropriate consequent actions.
- To support the Finance Manager and FBPs to prepare the annual budget and to flex the budgets as activities develop throughout the year within agreed timeframes. To provide financial forecasts as required.

Key Results Areas/Success Measures

KR 1:	Meeting with budget holders on a regular basis to consider actual performance against budget and to revise the forecast if necessary.
Success Measure:	Met budget holders as agreed in timetable and made necessary revisions before next management accounts are due.
KR 2:	To distribute monthly management account reports and dealing with any queries relating to accounts. Produce timely, accurate and customer focused bespoke reports in support of budget holders, including explanations of key variances between actual and budget. Explain and resolve queries relating to revenue or costs.

Success Measure:	Collaborate with Management Accounts team to distribute management accounts by 10 th working day. Dealing with queries relating to accounts within 2 working days.
KR 3:	To assist in the production of required information and explanations in support of the annual accounts and statutory audit.
Success Measure:	Produce required information for statutory accounts.
KR 4:	Share knowledge, best practice and assist each member of the business support team within Finance with advice and guidance to help the business support team succeed
Success Measure:	High performing individuals that become recognised as valuable talent and contribute to effective teamwork

Other Tasks/Success Measures

Task 1:	Creating account/budget/post reference codes on SUN and iPOS
Success Measure:	Created relevant codes on Sun and iPOS within 2 working days of receiving fully approved documents ensuring they conform to the correct coding structure.
Task 2:	Production of salary monitoring reports and other ad-hoc reporting
Success Measure:	Reports are ready in-line with agreed SLAs
Task 3:	To undertake other duties commensurate with the post, as delegated by your manager.

Role Specification

Category	Essential	Desirable	Assessment
Knowledge and skills			

1. Significant knowledge and understanding of financial processes and procedures as well as of new developments and current thinking in the management of financial processes and procedures	X		AF/I
2. Knowledge and understanding of relevant accounting standards and their evolution – GAAP, Charity SORP, RSL SORP, Charity and Company legislation, etc.	X		AF/I
3. Professional accounting qualification (ACA, CIMA, ACCA, CIPFA etc) plus demonstrable post qualification experience <i>or</i> extensive demonstrable on-the-job experience in a similar role.		X	AF/C
4. Able to correctly analyse and interpret financial data.	X		AF/I/T
5. Able to negotiate and influence internal and external partners and stakeholders	X		AF/I
6. Excellent written, verbal and presentation skills, with the ability to analyse and communicate complex information to multiple audiences, especially non-financial audiences.	X		AF/I/T
Experience			
1. Demonstrable post qualification experience of working in a finance function/reputable audit firm or extensive demonstrable 'OTJ' experience in a similar role.	X		AF/I
2. Experience of managing a team and supporting and developing staff within an environment of change.		X	AF/I
3. Experience of managing and delivering high level complex tasks to tight time deadlines.	X		AF/I
4. Experience of re-engineering business processes and managing the delivery of change.		x	AF/I
5. Experience of using computerised accounting packages (e.g. SUN Accounts including Vision, iPOS, Excel, Snowdrop, etc).	x		AF/I

Equal Opportunities

All employees have a legal and moral responsibility to ensure that Centrepoin't's workplace is free from discrimination, harassment and bullying.