

JOB DESCRIPTION

Post:	Finance Business Partner
Responsible To:	Head of Financial Planning and Analysis
Summary of Post:	To deliver a first-class customer service to a portfolio of budget holders within the EKC Group To support the Head of FP&A in ensuring the timeliness and accuracy of budgeting, forecasting and financial reporting.

Specific Duties:

1. To provide a front-facing customer service for budget holders of the Colleges and business units to ensure optimal financial performance.
2. To be responsible for the timely and accurate preparation of the monthly management accounts ensuring the ledger postings are accurately calculated and precisely coded to strengthen the accuracy of reporting.
3. Responsible for monthly reporting for the Colleges and business units. This includes variance analysis, highlighting where action is required to resolve adverse performance or opportunities exist to improve financial performance and liaising with internal customers to resolve discrepancies and issues
4. To be responsible for the updating of designated budget packs, in preparation for quarterly budget review meetings with individual Heads of Department and College Principals.
5. Assist with the annual budget planning process for the Group.
6. Ensuring that financial processes and procedures are at their most effective and implemented correctly; being compliant with various policies and the Group's Financial Regulations.
7. To assist with spot checks and other audit related items as agreed with the Head of Finance to enhance the financial control environment.
8. To work closely with the central finance team to ensure aligned systems and processes are in place to drive an effective and efficient customer facing finance service to the College / Business Unit.

9. To deliver a training programme for new or inexperienced budget holders in relation to the Group's financial systems, policies, regulations and procedures.

General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	EMPLOYEE SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	Ability to work independently and collaboratively, with strong communication and interpersonal skills.	✓	✓	6
2.	Excellent organisational skills, with the ability to manage multiple priorities to tight deadlines and within budget in a fast-paced, changing environment.	✓	✓	6
3.	Attention to detail with the ability to identify issues, opportunities or risks in documents, processes and procedures.	✓	✓	6
4.	Customer focused attitude and approach, a people person who is able to forge strong productive partnerships with colleagues and external stakeholders.	✓	✓	4
5.	Maintains high standards in presentation of self and quality of work.	✓	✓	4
6.	Actively contribute to the College's Safeguarding and PREVENT practice, procedures, culture and ethos	✓	✓	4
Experience				
1.	Proven procurement experience, experience in strategic sourcing, contract negotiation and supplier management.	✓	✓	6
2.	Strong understanding of procurement legislation and best practices.	✓	✓	4
3.	Excellent negotiation, analytical and problem-solving skills.	✓	✓	4
4.	Experience of engaging and building relationships with key internal and external stakeholders	✓	✓	4
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C or above).	✓		4

2.	English Level 2 (e.g. equivalent to GCSE grade C or above).	✓		4
3.	Accounting Technician Qualification (AAT)	✓		6

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6 Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4 Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2 Other relevant - It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.