JOB DESCRIPTION

###### JOB TITLE: Finance Business Partner

REPORT TO: Head of Financial Performance & Reporting

DIRECT REPORTS: Assistant Management Accountant

MAIN PURPOSE OF JOB

To successfully develop strong relationships with a range of key stakeholders and be responsible for supporting and driving forward the Charity / Hospital's management reporting, to ensure they are carried out efficiently, effectively and in line with best practice and charity guidelines. To deliver a high quality finance business partnering service to key stakeholders by driving action and change across the business to improve efficiencies and processes.

As a senior representative of the finance team you are responsible for supporting the Head of Financial Performance & Reporting and deputising as necessary. Play a key role in timely and accurate reporting of financial and management reporting information of the hospital for over 30 departments. There is currently one line management responsibility for this post, the Assistant Management Accountant.

Accountabilities

* Lead, motivate, supervise and, where appropriate, train staff.
* Alongside the delivery of the management accounts will be the effective communication of the numbers to the wider business both finance and non-finance.
* Implementation of the Hospital’s policies and procedures within the department.
* Ensure compliance with all relevant legislation, standards and procedures.
* Ensure the development, implementation, monitoring and review of department working processes and/or standards of practice, policies, procedures and protocols.

Key Duties

* Manage the preparation and review of monthly management accounts, for the hospital and related funds, to include variance analysis and reconciliations with supporting schedules.
* Develop relationships and provide analytical insight and targeted reporting to further improve the businesses understanding of financial performance.
* Engaging with the operations team at a service level helping to improve overall service performance through monthly review meetings and distribution of management accounts with commentary.
* Advise key stakeholders from a financial and commercial point of view, helping to drive optimal business decisions and to deliver better financial performance identifying opportunities to drive the business forward.
* Produce costings and insightful analysis to help drive improvements and understanding of the cost base.
* Work with the Hospital systems (notably Excel, Cognos, Compucare, Soliton and Databases) to develop improvements in the quality and communication of management information.
* Offer support to the budgeting and forecasting processes, helping to build up stretching but realistic targets engaging with and working alongside operations and central stakeholders. Assist the Head of Financial Performance & Reporting with financial year end activities, maintain internal controls to include HMRC and banking arrangements.
* To attend meetings on behalf of the department/Hospital to ensure that the views of the department/Hospital are represented and appropriate information fed back.
* To keep the Head of Financial Performance & Reporting informed of developments within areas of responsibility.

General Information

This job description is not intended to be an exhaustive list of duties, but mainly to highlight the current main responsibilities of the post. The post holder is required to undertake any other similar duties, as required by the Manager. This job description may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.

The post holder will be required to comply with all policies and procedures issued by and on behalf of King Edward VII’s Hospital.

The Hospital is an equal opportunities employer and the post holder will be expected to promote this in all aspects of his/her work.

Confidentiality

All information in relation to patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised person at any time without the authorisation of your Manager or unless it is in the best interest of the individual. The post holder must maintain the confidentiality of information about patients, staff and other Hospital service business in accordance with the Code of Confidentiality and the Data Protection Act 1998. A breach of confidentiality in relation to manual or computer data will result in disciplinary action being taken in accordance with the Hospital’s disciplinary procedure and may lead to dismissal.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe environment.

Risk Management

You have a responsibility for the identification of all risk which have a potential adverse effect on the Hospital’s ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

Equal Opportunities

As a member of staff at the King Edward VII’s Hospital *Sister Agnes* you have a personal responsibility to ensure that you do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

You also have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff, are treated equally in line with the hospital’s Equal Opportunities Policy.

**PERSON SPECIFICATION**

**JOB TITLE:** Finance Business Partner

**DEPARTMENT:** Finance

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| **Category** |  | **Criteria** |
| QUALIFICATIONS/ATTAINMENTS | ESSENTIAL | * Degree and /or:
* Studying for CIMA/ACCA/CIPFA or equivalent or qualified by experience
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| EXPERIENCE | ESSENTIALDESIRABLE | * Approximately 3 years experience as a Finance Business Partner with a commercial and pragmatic outlook gained within a fast paced environment.
* Experience within a healthcare environment
* Experience supervising staff
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| SKILLS | ESSENTIAL | * Advanced MS Excel and use of integrated computerised accounting systems to include a customer database and purchase order system
* Demonstrates high calibre leadership skills that inspires others to achieve and exceed objectives
* Excellent organisational skills with the ability to respond effectively to multiple priorities
* Ability to work with non finance budget holders in a proactive and informative way varying communication styles to suit audiences
* Able to challenge in a constructive way
* Strong analytical skills with an ability to spot trends and recommend commercial judgements where appropriate
* Demonstrates drive for continuous improvement and maximising performance, productivity and efficiency
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| PERSONAL & OTHER ATTRIBUTES | ESSENTIAL | * Resilient and flexible in approach with strong time management skills and able to deal with changing and competing priorities
* Maintaining professionalism and quality of work in a high pressured, fast moving environment
* Evidence of personal achievement of results through strong leadership and implementation strategies
* High degree of autonomy requiring high level of confidence in own ability when making decisions
* Evidence of understanding of own strengths and limitations and self-impact on others
* Demonstrable compassion for the Hospital’s vision and values
* Clearly demonstrates self-motivation, initiative and drive and credibility
* Can work effectively with people with diverse skills, abilities and experience
* Demonstrates commitment to team-working at all levels
* Evidence of a strong sense of commitment to trust and respect, honesty, inclusiveness and personal integrity
* Demonstrates commitment to continuous professional development for self and others
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