



Job Description

Job Title:	Finance Business Partner
Reports To:	Operational Finance Manager
Direct Reports:	Up to three from Trainee Business Partner, Expenditure Officer, Income Officer, Service Charge Officer, Accounts Apprentice and Futures Placement.
Job Purpose:	<p>Provision of financial information, including annual statutory accounts and business plan and timely, financial management information to allocated service areas.</p> <p>Ensure compliance with all financial, statutory and regulatory requirements through timely completion of returns and appropriate reconciliations</p> <p>Ensure effective control measures in place following effective processes to ensure data accurate transaction posting and data integrity.</p>
Salary Band:	SMT 3

Key Responsibilities

Data Reporting

- To prepare the Group VAT return and associated reconciliation for review by a Finance Manager;
- To prepare the monthly cash flow and covenant compliance returns including review of the associated bank reconciliations for review by a Finance Manager.;
- To undertake a monthly balance sheet review and preparation of appropriate control account reconciliations;
- To validate the financial element of the Housemark submission, ensuring all figures align with statutory and regulatory returns;
- To support Development in the preparation of development reports, including associated financial appraisals for both new build and mortgage rescue properties;
- To maintain the fixed asset register, depreciation calculation and compliance with component accounting regulations for review by a Finance manager;



- To assist in the preparation of the annual statutory accounts including associated notes and the annual audit file for review by a Finance Manager;
- To prepare timely and accurate financial management information in line with Corporate requirements and deadlines;
- To assist in the development and delivery of financial management reports for budget holders, managers and the Executive Team;
- To support the Operational Finance Manager in delivering a robust annual budget setting process;
- To complete monthly budget monitoring reviews with budget holders and provision of support to develop commentary on the financial results;
- To assist in the preparation of reporting papers to both Exec and Board for review by a Finance Manager or the AD of Finance;
- To assist in the continued development of financial processes and systems, including the documenting of finance procedures and guidance notes, ensuring compliance with best practice;
- To seek continuous improvement in the efficiency and accuracy of the service to deliver a customer focused, responsive and Value for Money service;
- To assist with Business Plan as required by the Strategic Finance Manager
- To actively pursue own development and take advantage of learning and development opportunities;
- To carry out any other duties commensurate with the post as necessary.

People Management

- To set, monitor and performance manage objectives for first line reports.
- To provide a consistent, excellent service to the Group's customers through the effective management of staff;
- To highlight areas of training and development for individual team members, where required to deliver this training or arrange with HR to source externally
- Manage individual performance in a fair and objective manner, consistent with the organisation's procedures, strategic objectives and values in order to support the delivery of customer focused value for money services
- Manage attendance and absence to ensure continuity of service delivery and ensure that appropriate action is taken, in accordance with the Group's policies and procedures to deal with sickness absence
- Contribute to Group-wide projects and improvement activities as and when required



Organisational Responsibilities

- To contribute towards the delivery of departmental strategic objectives;
- To maintain awareness of existing and proposed legislation and anticipate changes in best practice as they affect issues relevant to the Group and take a proactive approach by recommending service changes to the Assistant Director of Finance.
- Contribute to Group-wide projects and improvement activities, providing advice, guidance and information on solutions to meet current and future business needs.

Health and Safety Responsibilities

- To take a lead role in relation to the efficient and effective management of health and safety issues in own business area.

General

- Deliver all services in accordance with Wythenshawe Community Housing Group's policies and procedures;
- Promote and embed equality and diversity as an integral aspect of working for Wythenshawe Community Housing Group, leading by example as a manager;
- Ensure value for money in all services provided; striving for continuous improvement;
- To undertake training and attend meetings as required and as directed by Assistant Director of Finance;
- Ensure compliance with relevant legislation at all times;
- To carry out any other duties which are consistent or commensurate with the role and/or as directed by senior management within the Group.

No job description can be entirely comprehensive and the jobholder will be expected to adapt and carry out such other duties as may be required from time to time, on the understanding that they will be within the individual's remit and capability, and consistent with the status and responsibilities of the role within the organisation.



Related Competencies at Fully Effective Level

Efficient and Effective

- Develops a culture where Value for Money is integral to all decision making
- Understands what is good performance for their service area on Value for Money and plans for delivery
- Understands the concept of 'choice' and how organisational choices impact upon their service area
- Measures and understands the value delivered by their service area and how this compares to alternative choices the organisation may have
- Contributes positively to Corporate Performance and supports the organisational delivery of Value for Money

Customer focus

- Builds effective links both within and outside the Group
- Strives for continuous customer service improvement
- Provides first class service and support that exceeds agreed expectations for the customer
- Ensures the business is resolving issues most important to the customer
- Identifies areas of best practice and integrates them into the business
- Achieves customer focused KPIs

Working Collaboratively

- Develops the team to minimise conflict
- Challenges inappropriate behaviour
- Is passionate about the work of the team
- Proactively communicates with external contacts
- Ensures that they role model and promote positive team behaviour
- Initiates business-wide team working and networking activity
- Looks for opportunities to collaborate externally and will act upon these
- Ensures that everyone in the team understands their contribution to the Group

Organisational awareness

- Makes sound decisions in complex/urgent case and implements practical solutions
- Involves others to encourage acceptance and support decisions
- Spots trends in information that can support and improve the work of the Group

Challenges and learns

- Shows ingenuity when faced with difficult situations
- Actively supports and promotes innovation



- Adapts style and approach to meet departmental needs and changing demands
- Challenges the traditional way of developing people
- Introduces innovative development activities

Leading and Motivating Others

- Manages others through establishing mutual respect and understanding and creates an empowered environment
- Creates challenging opportunities for all
- Role models a range of leadership styles and holds people to account
- Shares success by privately and publicly praising teams and individuals
- Achieves results through effective performance management techniques