

ROLE PROFILE

Job Title:	Reports to:	Department:	Team:	Grade:
Finance Business Partner		Finance	Finance	E

<p>Job Purpose:</p> <p>Build and manage effective Finance Business Partner relationships with key stakeholders across Your Housing Group deliver an effective, best practice and value-added function by delivering clear financial and management information both retrospectively and through budgets and relevant forecasting.</p>	<p>Competencies:</p> <ul style="list-style-type: none"> • Passion • Pride • Creativity • Accountability <p>Leadership Pillars:</p> <ul style="list-style-type: none"> • Authenticity • Strategic Thinking • Innovation • Resilience • Inspirational Leadership
--	---

Key Responsibilities:

1. The production and distribution of the monthly management accounts, KPI & commercial performance analysis, investment appraisals, asset appraisals, project appraisals and general control reviews.
2. Provide the appropriate challenge, financial insight, commercial advice, value for money and decision support to secure the right outcomes for YHG (e.g. income growth, cost control, safeguarding of assets, return on investment, management of risk).
3. Provide support on business & capacity planning, budgeting/forecasting. Ensure budgets and performance targets are properly owned, and mechanisms in place to ensure they are effectively managed. This also involves the responsibility for ensuring the accuracy and quality of budgets and forecasts, representing challenging but credible targets for the business areas/ directorates to own and deliver on.
4. Develop and build effective stakeholder relationships, to build finance knowledge which supports effective financial decision making, control and financial awareness across the YHG. Continuously review, and where necessary, develop and agree action plans with stakeholders to ensure business controls are properly operating and are compliant with Group policy
5. Challenge and influence effective financial decision making, support the embedding of financial literacy, control and financial awareness across the group and work consistently to best practice standards across the Finance Business Partnering team. Ensuring processes and policies are adequately documented and published
6. Responsible for ensuring that financial risk within the group is identified; mitigated and sufficient provisions are in place.
7. Continuously review and improve Business Partnering services across the remit of the role by working with key stakeholders in order to support and provide expertise on initiatives as appropriate to generate efficiency and service improvements and also driving continuous improvement through finance transformation.
8. Build effective relationships with the financial control team and shared services teams to develop and maintain financial procedures, ensuring compliance with best practice, including responding to internal and external audit feedback to maintain a robust environment of financial control.
9. Manage and motivate the Business Analysts within the team to ensure that the team provides excellent service, embrace the best practises, innovation and continuous improvements.
10. Undertake additional duties appropriate to the role and/or grade.

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Collation, analysing and interpretation of data and intelligence making informed business decision which balance commercial realities and manage risk • Knowledge of Statutory & Regulatory Reporting Requirements 	
Skills	<ul style="list-style-type: none"> • IT literate with ability to use systems, controls and processes • Excellent communication skills, both written and verbal • Successful relationship building with own staff team members • Able to deliver the effective provision and management of financial management information systems which supports and drives forward business performance 	<ul style="list-style-type: none"> •
Experience	<ul style="list-style-type: none"> • Experience of Business Partnering, stakeholder management and relationship building in a changing business environment 	<ul style="list-style-type: none"> • Strong track record in providing financial support in a social housing sector organisation

	Essential	Desirable
Experience	<ul style="list-style-type: none">• Experience leadership and development of a small team of finance professionals• Demonstrate sound finance/resources management and effective fulfilment of regulatory finance requirement	<ul style="list-style-type: none">• Strong track record in providing financial support in a social housing sector organisation
Qualifications/Education	<ul style="list-style-type: none">• Qualified of a recognised accounting body (i.e. ACA (Association of Chartered Accountants), ACCA (Association of Chartered Certified Accountants), CIMA (Chartered Institute of Management Accountants), CIPFA(Chartered Institute of Public Finance and Accountancy)	
People Management Responsibility?	Line management responsibility, including coaching, development and performance management.	
Budgetary Responsibility?	No budgetary responsibility	
Key Relationships (internal/external)	All colleagues within YHG	
Safeguarding of Children Young people and Vulnerable Adults Your Housing Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. As a Your Housing Group employee, it is your responsibility to attend safeguarding training in accordance with YHG safeguarding training strategy and to be aware of and work in accordance with the YHG safeguarding policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.		

Date Role Profile Created/Updated:	May 2021
---	-----------------