

## Job Description

**Job Title:** Finance Business Partner – Fundraising & Retail

**Responsible to:** Finance Manager

### Job Purpose:

As Finance Business Partner you will be reporting to the Finance Manager and be an integral part of the Finance Team. You will be responsible for all aspects of business partnering within Retail and Fundraising - the Service Teams.

You will provide expert, specialist and in-depth business and financial management information, as well as leading the reporting, budgeting and forecasting of income and expenditure and other KPIs in line with required timescales for the achievement of financial and operational plans.

### Main Duties:

- > Support the finance team to be a high performing team and foster partnership working across the organisation;
- > Provide confidential, professional finance support in a high performing customer services environment, enabling effective and efficient internal operations;
- > Provide expert financial support to the services, advising and influencing on sometimes complex financial matters to achieve actions that deliver sound financial governance whilst supporting the operational goals of the organisation;
- > Develop a detailed knowledge of service activity drivers to quantify income and expenditure projections and how to interpret these to deliver business benefits;
- > The postholder will enable service leads to manage the financial aspects of their service in a commercial environment, to identify and mitigate commercial risks and to exercise their delegated financial responsibilities appropriately; and,
- > The postholder will be an integral part of the Service Teams management team, providing financial insight to strategic decision making.

### Business Planning and Forecasting


- > Manage the annual budgetary cycle for the Service Teams using specialist knowledge resulting in the establishment of a robust approved financial plan.
- > Manage and review the preparation of the Service Teams business plans looking forward up to 36 months ahead and ensuring the:
  - budgets are agreed by the budget holders;
  - budgets take account of planned activity and the associated resource and capacity implications; and,
  - capital expenditure and its revenue implications are considered.

- > Ensure that all assumptions contained within Services Teams plans have been constructively challenged and potential risks and further opportunities are highlighted and quantified.
- > Ensure that all customers receive robust, accurate and clear financial information, ensuring that budgets set reflect the cost of delivering agreed activity baselines and other agreed performance targets.
- > Ensure that budgets and forecasts are uploaded accurately within the finance system.
- > Provide professional expert guidance to the Services Teams management and provide challenge to assumptions when necessary in order to develop robust budgets and forecasts.
- > Monitor and review Service Teams budgets and forecasts and ensure that corrective action is taken as necessary to avoid any overspend.

### Accounting and Financial Reporting

- > Manage the provision of financial management information, analysis and advice to the Services Teams management and other senior staff throughout the organisation.
- > Set expectations and timetables to ensure all accounting tasks (ledger input, payroll journal input, recharges, accruals etc) are input / investigated / produced in accordance with the management accounts timetable.
- > Ensure that all reporting is produced in line with the management accounts timetable.
- > Ensure that a summary narrative report on performance is available to Service Teams Management at performance review meetings ensuring key financial issues, forecast changes, risks and opportunities are high-lighted and clearly articulated.
- > Ensure information is clearly and professionally presented in a format which is customer focused and tailored to recipients.

### Business Cases and New Developments

- > To be the finance lead for developing business cases, ensuring that all costs, benefits, income and expenditure have been identified and are fully understood and are presented clearly.
  - > Carry out post implementation reviews once a business case has been approved and implemented to confirm whether the proposal delivered the benefits it promised.
  - > Use specialist techniques and expert knowledge such as cashflow forecasts and net present value calculations to evaluate business cases and procurement tenders, to ensure value for money.
  - > Ensure an evidence-based approach to all decisions. Interpret and compare costs over a range of financial options.
  - > Ensure Business Cases have an objective method of measuring benefits and lead a systematic approach to reporting and supporting expected benefits delivery.
  - > Assess the financial risk and analyse the financial impact of strategic developments on a short, medium and long term basis.
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- > To lead on the provision of financial advice and support to the Services Teams with regard to service development proposals.

### Expert Advice & Training

- > Provide expert advice to the Services Teams on any change in local or external policy, legislative changes or opportunities and risks that may have an impact on the financial performance.
- > Provide or support training across all areas of financial and business activities tailored to the requirements of Services Teams.

### Financial responsibilities

- > Ensure that all Services Teams managers with financial responsibilities are guided and supported at all times, when carrying out their financial responsibilities.
- > Provide financial leadership to new financial initiatives.
- > Ensure that all Services Teams people with specific financial responsibilities are trained to read and interpret financial budget reporting information.
- > Identify ways to reduce costs and enhance value across Services Teams.
- > Take an active role in working with the Services Teams management in developing long term plans to improve productivity, quality and efficiency savings
- > Ensure that all Services Managers are aware of and act in accordance with Financial Policies.

### Other Duties:

- > To act as an ambassador for Acorns raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working.
- > To contribute to Acorns fundraising aims by raising awareness with your stakeholder groups about how vital fundraising is to the charity's mission and sharing opportunities for fundraising support.
- > To put the needs and interests of Acorns children and young people and their families first in all aspects of their work.
- > To ensure compliance with Acorns policies for diversity, employment, equal opportunities, health and safety, information governance and safeguarding.
- > To actively participate in an annual performance and development review process and any training and development identified to further enhance your role with Acorns.
- > Promote a coaching culture within Acorns and provide coaching expertise as a resource across the organisation.
- > To carry out any other reasonable duty as requested by your line manager.

Acorns adheres to the United Nations Convention on the Rights of the Child. As an employee you will be a Duty Bearer for Children's Rights and support all children to be Rights Holders.



**Person Specification: Finance Business Partner – Fundraising & Retail**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>&gt; CCAB Qualified</li> <li>&gt; Evidence of having kept technically up to date since qualification.</li> <li>&gt; Registered and active Continuing Professional Development.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; ACCA as Acorns is an ACCA Approved Employer</li> <li>&gt; Other relevant post-graduate qualifications</li> <li>&gt; Degree</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>&gt; Expert knowledge in reporting, budgeting and forecasting.</li> <li>&gt; Experience of financial planning, reporting and variance analysis.</li> <li>&gt; Experience of supporting monthly management accounts production.</li> <li>&gt; Able to demonstrate strong influencing and negotiation skills. Must be able to present credible and compelling arguments to senior employees.</li> <li>&gt; Strong IT skills (financial systems and Microsoft Office suite) with ability to develop complex financial models.</li> <li>&gt; Researches best practice and guidance to develop models where no precedent exists.</li> <li>&gt; Post qualification experience in a business partnering environment.</li> <li>&gt; Experience of developing business cases, projects and delivering post implementation reviews.</li> <li>&gt; Experience of presenting complex technical information to groups of non-finance professionals.</li> <li>&gt; Experience of supporting year end statutory accounts production.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Experience of business partnering within retail and fundraising environments.</li> <li>&gt; Knowledge of PSF/IRIS Financials.</li> <li>&gt; Shows initiative in identifying issues and suggesting practical improvements that add value.</li> </ul>
<b>Skills and Ability</b>	<ul style="list-style-type: none"> <li>&gt; Ability to work as part of a small team and build and develop good working relationships with colleagues across the organisation.</li> <li>&gt; Excellent communication and interpersonal skills, both written and verbal (including Teams/telephone).</li> <li>&gt; Able to organise own work to achieve time deadlines and quality standards.</li> <li>&gt; Work meticulously and methodically following agreed procedures. Keen eye for detail.</li> <li>&gt; A passion for continuous improvement and personal development.</li> <li>&gt; Able to prioritise tasks in a project environment and manage competing priorities.</li> <li>&gt; Able to analyse and interpret complex financial and non-financial data, able to present this in a clear and intelligent way.</li> <li>&gt; Able to demonstrate team working abilities.</li> <li>&gt; Able to develop several options to resolve problems where there is no obvious answer.</li> <li>&gt; Able to influence, persuade and make recommendations on courses of action.</li> <li>&gt; Able to deal appropriately with sensitive and contentious information whilst retaining the objectivity required by a finance professional.</li> <li>&gt; Highly motivated and dedicated, with a strong work ethic.</li> <li>&gt; Good organisational and admin skills.</li> <li>&gt; Honesty with integrity.</li> </ul>	>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>&gt; Will challenge the status quo</li> <li>&gt; Positive, enthusiastic approach &amp; can-do attitude</li> <li>&gt; Curious, always seeking to understand and improve experience of customers</li> <li>&gt; Open to change and continuous improvement</li> <li>&gt; Innovative mindset and passionate about learning</li> <li>&gt; Commitment to the Acorns strategy &amp; its success</li> </ul>	>





## Terms and Conditions of Employment

<b>Job Title:</b>	Finance Business Partner – Fundraising & Retail
<b>Responsible To:</b>	Finance Manager
<b>Location:</b>	Drakes Court 302 Alcester Road Wythall Birmingham B47 6JR
<b>Salary:</b>	£47,000 to £57,000 per annum
<b>Notice:</b>	12 Weeks
<b>Hours:</b>	37 hours per week
<b>Holidays:</b>	31 days (229.5 hours) including public holidays, rising to 35 days (259 hours) after 3 years' service (pro rata)
<b>Pension:</b>	Contribution to Group Personal Pension Plan. Organisation will contribute 7.5% to pension.
<b>Life Assurance:</b>	2 x salary life assurance scheme

All terms and conditions will be detailed in writing together with Employee Handbook which must be read and observed.