

## # Position Profile – Finance Business Partner

<b>Title</b>	Finance Business Partner
<b>Purpose</b>	<p>Bridging the relationship between the finance department and the business unit – the role of a Finance Business Partner is to provide financial management, reporting and analysis to support a business area, ensuring that they communicate financial information which can be translated into effective commercial strategy and decision making that takes full account of financial risk and benefit.</p> <p>A Finance Business Partner is the link between finance and management, acting as trusted advisors and providing valuable insights so that management teams at all levels of the business fully understand the financial implications of current performance and future opportunity.</p>
<b>Reports to</b>	Group Finance Director
<b>Direct Reports</b>	TBD
<b>Key Areas of Responsibility</b>	<p><b>Producing reports:</b></p> <ul style="list-style-type: none"> <li>• Drive and deliver the analysis and reporting on revenue, cost, and profitability to ensure that business area budgets and forecasts are met or bettered and identify areas for continuous improvement.</li> <li>• Actively monitor and report on progress through the year against budget and forecasts, work with management to ensure that cost budgets are achieved.</li> <li>• Drive and deliver quarterly re-forecasts, explaining variances from the original budget.</li> </ul> <p><b>Providing analysis and insights, linking financial reports to business strategies:</b></p> <ul style="list-style-type: none"> <li>• Actively communicate with business unit leaders and the Executive team, to ensure that they are fully advised on the implications of the management accounts, and the financial performance of the business area.</li> <li>• Drive and deliver the production of annual business planning and budgets, ensuring that they are consistent with company and business unit strategic plans and agreed with business unit leaders and the Executive team.</li> </ul> <p><b>Introducing effective commercial strategy:</b></p> <ul style="list-style-type: none"> <li>• Contribute to key decision making by reviewing the analysis and interpretation of business unit financial results, actively advising on key issues and variances to management to ensure that they are fully informed on present, forecast and budget performance.</li> </ul> <p><b>Implementing changes to ensure that key targets are met:</b></p> <ul style="list-style-type: none"> <li>• Lead business area finance initiatives in order to identify process and control improvements and /or best practice and implement these into business area practice as required.</li> </ul> <p><b>Acting as a financial advisor – offering general financial support to commercial decision makers:</b></p> <ul style="list-style-type: none"> <li>• Lead the financial assessment of all business investment and bid opportunities in the business unit to ensure that the following are costed and approved in line with business area strategy and company financial policy: <ul style="list-style-type: none"> <li>○ Bids</li> <li>○ Transformation projects</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ New product introduction</li> <li>○ Research and development investment.</li> </ul> <ul style="list-style-type: none"> <li>● Monitor and report on the business development pipeline in the business area.</li> <li>● Ensure that audits are fully complied with, and auditor queries are resolved.</li> <li>● Act as the first point of contact for all financial queries in business area</li> <li>● Undertaking project-based work for specific strategies / business initiatives</li> </ul>
<b>Professional Competencies</b>	<p><b>Career Experience</b></p> <ul style="list-style-type: none"> <li>● Ideal candidates have 2 to 3 years of post-qualification experience in a role such as Management Accountant, Finance Manager or Finance Analyst.</li> <li>● Any experience of reporting, communicating financial information to non-finance individuals and showing the ability to think long term is preferred.</li> <li>● Previous experience of working across operational and corporate functions</li> <li>● Previous experience of preparing and presenting business plans</li> <li>● Previous experience of developing and applying strategic analysis</li> <li>● Previous experience of developing and implementing new processes</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>● You will need to be a qualified accountant (ACCA/ACA or CIMA)</li> </ul> <p><b>Required Skills</b></p> <ul style="list-style-type: none"> <li>● Excellent commercial awareness and an ability to negotiate internally and externally</li> <li>● Excellent analytical skills with the ability to interpret raw data and translate it into clear, concise information and the ability to present it with confidence</li> <li>● The ability to explain complex financial data and work effectively with non-finance individuals</li> <li>● Problem solving skills and the ability to think creatively and influence stakeholders when recommending a course of action.</li> <li>● The confidence to justify and implement change whilst always keeping the bigger picture in mind</li> <li>● Ability to demonstrate understanding an adoption of business unit's governing principals and governance processes</li> <li>● Strong time management and interpersonal skills with an ability to interact effectively at all levels</li> <li>● Ability to work with detail but to think strategically when required</li> <li>● Ability to be held accountable for own area of responsibility whilst also being a good team player</li> <li>● Has a flexible approach with an ability to adapt to a constantly changing and pressured environment - continually seeking improvement and more effective methods of working</li> <li>● Understanding of finance systems, financial accounting principles and legislation and standardised processes, with ability to identify suitable cost-effective changes to those processes</li> </ul>

<b>Ceuta Group Core 6 Behavioural Competencies</b>	<p><b>Effective Communication – 5</b> Anticipates and predicts possible areas of confusion and deals with them upfront</p> <p>Clarifies strategies and plans, communicates purpose and direction with clarity and enthusiasm</p> <p>Demonstrates ability to interact effectively with the Board of Directors</p> <p>Always uses the most appropriate communication method for the intended audience and seeks feedback at every opportunity</p> <p>Consistently demonstrates understanding of current priorities and concerns of clients and colleagues</p> <p>Is able to develop strategies to facilitate cross-functional alignment to inspire all colleagues to produce profitable growth</p> <p>Creates a positive communication culture in line with the company vision and values</p>	<p><b>Client Focussed – 3</b> Anticipates client/customer upcoming needs and concerns</p> <p>Looks for ways to add value beyond clients/customers immediate requests and acts upon them</p> <p>Demonstrates an urgency and understanding of client/customer needs when providing solutions to issues</p> <p>Ensure clients expectation on timescales, delivery and outcomes are realistic and accurate</p> <p>Is able to identify and action issue resolution</p> <p>Explores and addresses long-term client/customer needs</p> <p>Is pro-active in their approach to develop client/customer feedback into positive outcomes</p> <p>Analyses their service delivery and seeks out way in which to actively improve and develop</p>
	<p><b>People Driven – 3</b> Trusts colleagues to deliver work once delegated appropriately to create positive work outputs</p> <p>Acts as a team player, investing time to generate a common focus and genuine team spirit</p> <p>Provides a supportive environment and removes barriers to ineffective working</p> <p>Takes responsibility for creating a working environment that encourages equality, diversity and inclusion</p> <p>Consistently demonstrates the ability to give timely and constructive feedback</p> <p>Encourages and seeks out feedback and makes positive improvements regardless of how the feedback was given</p> <p>Recognises potential in others and encourages self development</p>	<p><b>Drives Performance &amp; Efficiency – 3</b> Identifies when adjustments are needed in own area of responsibility and sets priorities accordingly</p> <p>Takes responsibility for making decisive decisions to move things forward and owns the outcome</p> <p>Demonstrates commitment to delivering results in his/her own work as an example to the team</p> <p>Empowers others to maximise efficiencies through result-based constructive feedback</p> <p>Identifies areas in the business where improvements will bring the most significant gains</p> <p>Can overcome obstacles to reach goals and provide alternative solutions that grow the business and accomplish financial objectives</p> <p>Prioritises effectively to ensure that result-driven business outcomes are achieved</p>

	<p><b>Supports &amp; Embraces Change – 2</b></p> <p>Contributes positively to the change process by putting aside preconceptions</p> <p>Understands the bigger picture and accepts change in support of business needs</p> <p>Performs the job in-line with implemented changes and actively supports new ways of operating</p> <p>Recognises the impact of change on others and supports them through it</p> <p>Takes initiative to suggest ideas for improvement and positively shares feedback with others</p> <p>Seeks out ideas for continuous improvement</p>	<p><b>Grows the Business – 3</b></p> <p>Seeks a wide range of sources of objective information when making decisions</p> <p>Recognises causes and consequences of actions and events that are not readily apparent and takes appropriate action</p> <p>Is alert to emerging issues and trends which may impact or benefit their own and team's work</p> <p>Uses own knowledge and expertise to lead interventions and develop new systems for self and team</p> <p>Can demonstrate how directly or indirectly their role, and that of their team, impacts business results</p> <p>Has a good level of understanding of the Ceuta Group's business, products and services</p>
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------