

## Job Description

<b>Job title:</b>	Finance Business Partner
<b>Reports to:</b>	Executive Director of Finance and Corporate Services
<b>Division:</b>	Finance
<b>Grade:</b>	4, £50,000 per annum

### Job Purpose

As a Finance Business Partner, you will be required to play an active role in the life of the wider Institute, providing comprehensive operational and strategic financial support to the Executive Management Team (EMT), budget holders and colleagues.

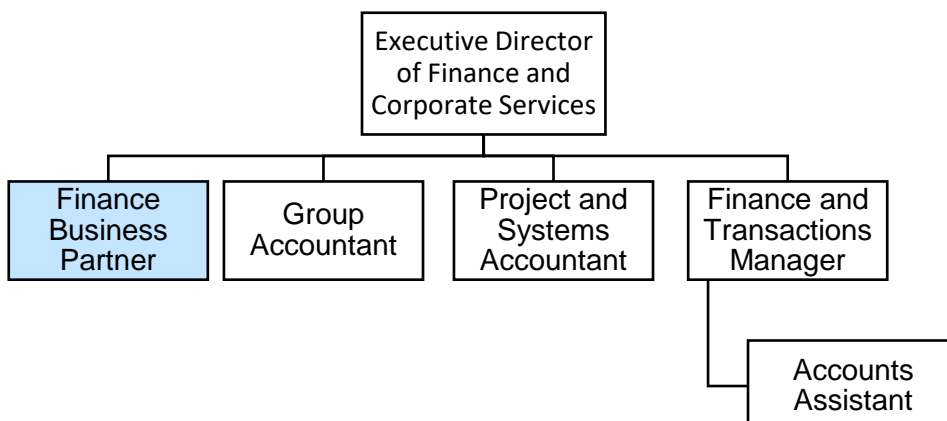
The role requires a high level of staff engagement to ensure the key delivery and performance drivers are recognised and achieved. Working alongside the Executive Director of Finance and Corporate Services, the Finance Business Partner will need to effectively facilitate, and influence sound decision making that will inform the development and delivery of CIEH's strategic plan.

The role will require ownership of a range of timely activities that will require strong organisation and communication skills to ensure delivery is achieved within tight timescales.

This role also requires an ability to think strategically and deal with a complex financial model, including a trading company, commercial activity, a membership and training programme and a conference venue operation, all of which needs to meet charity law accounting requirements.

The Institute's staff team is small and works collaboratively; some budget holders are less experienced with budget setting, reporting and cash flow planning, so the excellent Finance Business Partner service this role provides must reach across the whole organisation and communicate complex financial information to non-specialists.

### Organisation Chart



## **Key Objectives**

1. To collate, analyse and summarise live and accurate financial information to enable clear monitoring, forecasting, and reporting; with financial concerns and risks escalated to the Executive Director of Finance and Corporate Services where necessary
2. Prepare the annual budget and manage the review process from the budget holder through to Board approval. This includes critically evaluating assumptions and ensuring that budgets for CIEH and its trading subsidiary are consistent with strategic plans
3. Undertake the six-monthly forecast and stress tests (or more frequently, if required)
4. Produce the monthly management accounts and deliver insightful analysis and commentary into the financial performance reports - including forecasts and financial risk evaluations, reporting on deviations from budget and recommending corrective actions and mitigation measures
5. Support CIEH budget holders to develop and deliver the annual budgets, six-monthly forecasts, and business planning, providing challenge and financial expertise where necessary
6. Prepare and communicate key financial performance updates and analysis to senior stakeholders, including the EMT, Risk and Audit Committee and Board of Trustees to drive decision making, as required
7. Support development of business case requests for additional resource and funding
8. Develop business partnering practices to support budget holders and promote broader financial awareness amongst the Institute's staff team.

## **Other Duties**

1. Perform any other duties consistent with the nature and grade of the role as may reasonably be required from time to time
2. To act responsibly with data held by CIEH that you may have access to as part of your role, adhering to the relevant guidelines and policies, reporting any concerns or possible breaches to CIEH's Data Compliance Officer.
3. To support and comply with CIEH's policies and procedures relating to the management of Health and Safety, Safeguarding and Equality, Diversity and Inclusion.

## **Person Specification**

### **Experience and qualifications**

1. Fully qualified accountant (ACCA, CIMA or equivalent) with proven extensive post qualification experience of financial management, analysis, and control
2. A demonstrable track record of success in financial management, financial control, planning, budgeting/forecasting, cashflow, risk management and compliance (preferably in a charity)
3. Significant experience of management accounting and business partnering, including the production/review of monthly management accounts and Board reports and preparation of annual budget and cash flows
4. Excellent knowledge and experience of Excel and finance software packages, including Microsoft 365, BC and BI Reporting
5. Excellent report writing and communication skills, and the ability to turn raw data into clear and useful business information for the target audience, including for non-specialists (this includes verbal presentations, board papers and writing commentary for management accounts)
6. A proactive, enthusiastic, and enquiring approach to working with budget holders, including confidence in challenging and scrutinising assumptions, pushing back if necessary and in a constructive and effective manner.

### **Skills and personal qualities**

1. Excellent communicator, verbally, written and in structured meetings
2. Good leadership skills with the ability to motivate teams and individuals
3. Self-motivated with confidence and credibility to challenge and develop existing work practices
4. A proven track record of building and maintaining positive working relationships
5. A collaborative, pragmatic, open and “can do” attitude
6. Excellent interpersonal skills with proven track record of building and maintaining positive and effective working relationships
7. A high level of skill and creativity in resolving problems combined with the drive to deliver timely and cost-effective solutions

**Contacts**

**Internal**

1. Regular contact and communication with all Heads of Department and budget holders across CIEH
2. EMT

Signature of Manager:		Date:	
Signature of Job Holder:		Date:	

**CIEH is an equal opportunities employer**