



ROYAL
OPERA
HOUSE

JOB DESCRIPTION

Title: Digital Transformation Finance Business Partner

Supporting: Project Director, Digital Transformation and
Director of Audiences and Media

Reports to: Director of Finance

Main purpose of the job

To work collaboratively with key stakeholders to provide a comprehensive Finance Business Partner service for the Digital Transformation project

To provide analysis and forecasting to support decision making

Ensure robust financial systems are in place and serviced throughout the lifecycle of the project

To provide an effective reporting link between the Project team and the Finance Department

To act as a trusted advisor and deliver a highly professional service to all stakeholders

Main Responsibilities

Working to the priorities set:

Project Brief

- Gain thorough understanding of the objectives of the Digital Transformation project the business case, project roadmap and key milestones for progress and reporting
- Understand the priorities of project stakeholders and how the Digital Transformation project can add value and deliver ROI
- Gather all relevant financial information in order to manage budgets, financial analysis and forecasting, working with other teams or departments as needed
- Develop an understanding of the aims of the desired new business model and work with related teams (Audiences and Media and Membership) to gather relevant data to support financial analysis and modelling
- Start to track progress to date to support financial reporting and forecasting, working with internal finance systems and procedures (SUN, Presto, payroll)

Financial Advisory and Analysis

- Provide business and financial analysis as needed to deliver insight that links financial reporting to business strategy

- Develop strong working relationships with key stakeholders and work in partnership with other teams providing data and analysis relevant to the business model
- Develop a good understanding of the needs of the business for forecasting and modelling of different scenarios; provide financial data in a format as needed to support the planning and decision making requirements of senior stakeholders

Financial and Cost Management

- Manage all financial processes ensuring confidentiality, accurate and timely record keeping and data management
- Process all income and costs, ensuring correct coding, authorisation, and transaction management
- Review all Project budgets and monitor change controls, early warnings and contingency drawdowns
- Set up and manage Project cash flows
- Work closely with Project Director to create comprehensive financial plans and track progress as the project advances
- Maintain sufficient contract documentation and check that payments made are in line with contractual terms
- Track expenditure including staff costs
- Ensure costs are correctly allocated to the Project costs (may include costs) and ROH internal Project costs
- Control and reconcile designated balance sheet accounts and project codes

Reporting

- Produce monthly finance reports for the Project Director, to agreed timetables, showing budget, forecast, committed and actual performance against plan, with breakdown of costs and written commentary
- Ensure project budgets and plans are kept up to date to reflect progress and changes to assumptions, including any reforecast as required
- Maintain detailed records as required for both internal and external audit purposes.
- Take responsibility for preparation of all financial and non-financial information required for project reporting as required in both routine reporting and additional requests
- Attend any project related meetings as required and prepare materials as needed
- Undertake monthly reviews with budget holders to review Direct Costs and feedback to key stakeholders where necessary
- Support senior management to discharge their project related responsibilities
- Provide financial input into forward planning process to support completion of project lifecycle

Continuous Improvement

- Play an active role in the team, contributing to the efficient running of department operations.
- Keep in touch with best practice and new technologies or tools relevant to the role
- Contribute to a culture of innovation and continuous improvement
- Manage own learning and continuous professional development relevant to the role; undertake any training if needed.
- Uphold and foster a culture of collaborative working and team working.

KPI's:

- Provide advice and financial analysis to support the project goals and ensure this gives a clear view of the financial implications to support decision making
- Management of robust financial controls and accounting systems
- Delivery of comprehensive financial plans, budgets and reports to required standard, format and timelines

- Delivery of an effective financial business partner service to support the priorities and success of the project
- Effective relationship management with the Project Director and senior stakeholders, Finance team and all key stakeholders

PERSON SPECIFICATION

Essential Knowledge, Skills and Experience

Finance Business Partnering

- Experience in a similar capacity as Finance Business Partner working on new revenue streams or a new business proposition
- Sufficient accounting experience in a busy, tightly managed medium sized business, including: monthly reporting, budget preparation, financial modelling and cash flow reporting.
- Extensive experience of computerised accounting systems, preferably SUN, including report writing
- Qualified accountant from one of the CCAB-recognised Accountancy bodies or equivalent (ACCA, CIMA, ACA etc)
- Relevant experience or understanding of financial reporting standards for a charity

Analytical Skills

- Experience of delivering business analysis and financial modelling that creates insight and supports decision making
- Experience of managing preparation of monthly management reports and delivery of analysis
- Strong spreadsheet manipulation skills and advanced Excel work
- A meticulous and methodical approach.
- Ability to identify and create improvements in reporting in line with project needs

Project Management Skills

- Ability to identify data gathering requirements to support project analysis
- Good track record in delivering accurate, high quality work and reports to deadlines and to required standards
- Strong report preparation and writing skills
- Ability to support existing project management structures and reporting milestones
- Consistent performance under pressure

Relationship Management Skills

- High standard of written and verbal English
- Strong relationship building skills and ability to manage relationships with key clients or stakeholders across the organisation.
- Ability to contribute to a high performing team
- Flexible approach to work, willing to play a full role in ensuring the success of the team

Continuous Improvement

- Ability to work to and support a culture of continuous improvement.
- Commitment to delivering a high-quality service and high standard of work.
- Commitment to managing own learning and continuous professional development relevant to the role.

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.