



JOB DESCRIPTION

Title:	Senior Finance Business Partner, Audiences & Commercial
Reports to:	Chief Commercial Officer Chief Financial Officer (professional line)
Responsible for:	Management Accountant

Main purpose of the job

To provide business and financial support for the Audiences and Commercial Department. This includes day to day financial analysis and reporting, support for longer term strategic planning, review of progress against strategic objectives, management of financial controls and general finance support.

Main Responsibilities

Working to the priorities set by the Chief Commercial Officer and the Chief Financial Officer:

Financial Advisory and Analysis

- Develop strong working relationships with key stakeholders and work in partnership with other teams providing data and analysis relevant to the business strategy.
- Use data from various data sources to understand historic trends and use this information to create financial models and presentations to inform budget decisions.
- Create income and cost Key Performance Indicators and research other organisations to measure performance.

Reporting

- Provide timely and accurate monthly management accounts including income and expenditure, balance sheet reconciliations and Key Performance Indicators.
- Prepare budgets according to timelines in discussion with the team and Chief Financial Officer.
- Prepare monthly rolling forecasts of income and expenditure, working closely with other members of the Team.

Financial and Cost Management

- Undertake monthly reviews with budget holders to review income and direct costs and feedback to key stakeholders where necessary.
- Take an active role in aiding senior managers and team members understanding of their financial responsibilities.
- Working closely with budget holders, providing guidance on financial related matters
- Working with the Financial Accounts Team, ensure complete and accurate transaction processing.
- Ensure best practice is followed across all activities for security, data protection/ GDPR and confidentiality.
- Assist both external and internal auditors as required.

People Management

- Lead and line manage direct report effectively, with due regard to performance management, development, coaching, guidance, training, recruitment and retention.
- With direct report, build in routine one to one supervision meetings to provide an infrastructure of information flow and support.
- Ensure professional standards are understood and followed by every team member.
- Support team member with any professional development or training needs as agreed with the CCO and/or CFO.

System work

- Work as a member of the RBO Finance Team with a view to improving financial information, control and reporting systems across the organisation.

PERSON SPECIFICATION

Knowledge/Skills and Experience

Finance

- Experience in a similar capacity working on commercial activities.
- Qualification from one of the CCAB-recognised Accountancy bodies or equivalent (ACCA, CIMA, ACA etc.)
- Substantial accounting experience in a busy, tightly managed business, including: monthly reporting, budget preparation and financial modelling
- Extensive experience of computerised accounting systems.
- Able to develop areas of specialist knowledge or expertise as needed for the business.

Analytical Skills

- Experience of managing preparation of monthly management reports and delivery of sound financial analysis.
- Strong report development and writing skills.
- Strong spreadsheet manipulation skills and advanced Excel work.
- A meticulous and methodical approach.
- Ability to identify and manage improvements in reporting in line with business needs.

Project Management Skills

- Good track record in delivering accurate, high-quality work and regular management information reports to deadlines and to required standards.
- Able to channel team resources effectively to meet deadlines and deliverables.

- Consistent performance under pressure and able to work to changed priorities when needed.
- Able to work under own initiative as part of a multi-disciplinary team.

Team Management and People Skills

- Able to communicate effectively at all levels within an organisation, internally and externally.
- High standard of written and verbal English with excellent report writing skills.
- Proven relationship building skills and advisory skills.
- Flexible approach to work, willing to play a full role in ensuring the success of the team.
- Ability to promote a strong teamwork ethic.
- Ability to manage performance effectively for direct report and provide coaching to encourage skill development.

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.
- Willingness to work sustainably and consider new or improved ways of working to reduce our impact on the environment.

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

