**Role Profile**

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| **Job title:** | Decision Support Business Partner | **Level:** | 2 |
| **Function:** | Finance | **Reporting to:** | Natalie Westacott |
| **About The Role** |
| Focused upon financial appraisal through investment/options analysis and due diligence that supports our colleague’s decision making. Ensuring NHSPS, understand, protect, and leverage financial value. Providing bespoke support through various facets and financial analysis to assist stakeholders and management in taking decisions, mitigating risk, protecting, and enhancing the value of NHS real estate. The individual will use their prior real estate and investment knowledge/business acumen to support the financial appraisal process and the wider team in various projects. |
| **Key Responsibilities** |
| * Creating, analysing, and interrogation of key financial models to aid real estate decision making, including discounted cashflows and P&Ls, sensitivity analysis and key KPIs where appropriate.
* Creating bespoke spreadsheet analysis where required, model scenarios and databases to produce output for both internal and external audiences. Taking an initiative in regularly engaging with colleagues throughout the business to resolve any issues and help colleagues in their discussions with customers.
* Being a business partner and a “point of contact” to other departments for the team within NHSPS in developing business cases and investment analysis. Analysing complex transactions, ensuring the analysis conducted ties back to accounting standards and NHSPS policy. Confirm due diligence of the work undertaken, analysis and drawing upon the correct conclusion for the work produced.
* Taking an active approach to financial decision making, consulting with colleagues for various queries. Therefore, the individual should use business acumen to support colleagues in enabling real estate decisions through the work they have carried out.
* Interrogate existing and newly created financial models, perform relevant validation checks and analysis to ensure the financial model outputs are complete and sound. Being an active member in the strategic aims/targets of the team and organisation.
* Taking responsibility and ownership of their work. Expected to take active interest in the development of team, which could involve, refining and improving financial models, taking on feedback for areas of improvement from colleagues. Developing and maintaining effective trusting relationships with stakeholders in the organisation.
* Managing an array of various tasks/project, meeting deadlines, and maintaining the high standard expected. Enabling a review of the project and amendments from senior management. Building upon notes/changes proposed from them.
* Have effective communication skills and can communicate financial information, both verbally and in writing, to audiences from financial/non-financial background. Articulating ideas and conclusions to a wide variety of stakeholders.
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| **Knowledge, Skills and Experience** |
| **Experience** | **Capabilities (skills/behaviours)** |
| * Modelling/Financial Experience of real estate/financial modelling(desirable)
* Delivering/producing consistent performance in a team, multi stakeholder environment
* Presenting work to an array of stakeholders and influencing stakeholders.
* Understanding of holistic real estate terminologies
* Comprehension of NHS financial language (desirable)
 | * Interrogation, ability to interrogate and question financial inputs.
* Communication, written and verbal. Ability to write and make succinct points based upon conducted analysis, communicate this effectively.
* Interpret and analyse data, making recommendations to stakeholders upon this, ensuring information is accurate.
* Time management – delivering to tight timescales and multi-tasking with various projects.
* Confidently “running with tasks”, being proactive in supporting the needs of the team.
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| **Knowledge** | **Qualifications** |
| * MS Office, knowledge and skills in the practical applications of all MS Office products, notably Excel
* Knowledge of financial appraisal techniques to value transactions (e.g. residual land/development appraisals) (desirable)
* Knowledge of accounting principles(desirable)
* Knowledge of NHS real estate background (desirable)
 | * Degree or equivalent or relevant experience of real estate/financial modelling
* Ambition to work towards finance-based qualification.
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| **Other information** (travel, hours) |
| * Emotional intelligence and resilience
* Integrity
* Flexibility
* Confident
* Ability to work at pace
* Growth & team enhancement mindset
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