**Role Profile**

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| **Job title:** | Corporate Business Partner Team Leader | **Level:** | | 3 |
| **Function:** | Finance | **Type of role:** | | FTC – 6 months |
| **Reporting to:** | Eilidh Blake | **Location:** | | Flexible |
| **About the Role:** | | | | |
| This role is based within the Corporate Business Partnering Finance team. The role holder will manage one Finance Business Partner and be responsible for the business partnering of Finance, Company and Project Functions. The role ensures that the company’s financial results and budgets are accurately managed, understood and reported, ensuring accountability and ownership at Budget holder / Exec level. Partnering with key stakeholders in the delivery of their financial targets and supporting them to drive management action to mitigate risk and crystallise opportunities. | | | | |
| **Key Responsibilities:** | | | | |
| * Delivering a high-quality service of business partnering to specific overhead business functions * Manage one Finance Business Partner, ensuring continual development and ownership by them of their responsibilities * Responsible for delivering consistent, accurate and timely high quality financial reporting alongside analysis, review of performance and investigation for overhead costs to all budget holders within the company’s overheads. * Meets regularly with senior stakeholders to articulate the financial position in a clear manner with focus on risks and opportunities impacting long term strategic objectives. Drive appropriate management action with regard to financial management to deliver targets for NHSPS. * Working with the stakeholders to enable them to manage their value pipeline and meet their targets. Including challenge using the 6 principles * Approving ATR’s (Authority to Recruit) and providing challenge and review of budgets before approval * Promote best practice behaviours for accountability and ownership of financial budget management to all stakeholders. Promote a self-service environment, raising awareness of financial management tools available and supporting development needs amongst budget holders. * Promote best practices within the Corporate Business Partnering team, leading on ensuring consistent processes, templates and communications within the wider team and leading on stakeholder messaging for key team activities * Promote continuous improvement within Corporate Business Partnering team. Delivering CI and empowering FBP to implement CI initiatives to continue to add value to service provided to stakeholders. * Together, with the wider finance teams, maintain and monitor the accuracy and integrity of the management accounting information being produced. Including ensuring robust controls are designed and implemented to improve processes and efficiency. * Works closely with the budget holders and Corporate Finance teams to deliver annual budget and forecasting processes ensuring it is clearly owned and understood by the budget holder, including Value targets. * Works closely with the value team to ensure driving value savings logged through the value trackers are being delivered through the financials. * Adhoc support as required to Chief Financial Officer and PMCOE and being their trusted partner to support and challenge * Other Business partnering activities as required by the team * DOA for Corporate Business Partner Manager when out of office | | | | |
| **Experience, Knowledge, Capabilities and Qualifications** | | | | |
| **Experience** | | | **Capabilities (skills/behaviours)** | |
| * Dealing with senior stakeholders and leaders * Management accounting and business partnering * Experience managing a team including development of team members | | | * Confident, committed and proactive approach to delivering outcome focussed objectives at work * Ability to manage time effectively, prioritising and delivering to agreed deadlines * Enthusiasm, determination, motivated to succeed * Not afraid to challenge and ask questions. * Self starter who owns end to end delivery of projects * Horizon scanning to identify upcoming tasks and deadlines to manage smooth delivery * Offering commercial insight to budget holders and stakeholders * Good stakeholder management and communication skills * Excellent written and verbal communications skills * Ability to present large amounts of data in a succinct and easily absorbable format * Ability to present financial information to non-finance colleagues. * Able to communicate with people at all levels of the organisation. | |
| **Knowledge** | | | **Qualifications** | |
| * Demonstrates a good understanding of corporate management accounting and reporting of overheads and business partnering responsibilities * Knowledge of core financial controls within a large organisation | | | * Qualified ACA/ACCA/CIMA or equivalent including experience. | |
| **Other information** (travel, hours) | | | | |
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