

Role Profile and Specification – Finance Business Partner

Service Area	Corporate Resources
Role Title	Finance Business Partner (Service Facing)
Location	Oxted/Agile
Reports to	Finance Business Partner
Salary/Grade	M2
Duration/Hours	6 months FTC

Service Area Purpose

The Finance Service provides professional support and advice and is a key enabler of a strong culture of financial management across the organisation. Working together, Finance and the wider organisation aim to achieve the best use of financial resources in meeting organisational objectives.

Job Purpose

Operating with a degree of professional independence and autonomy, the role predominantly undertakes operational work with some project-related work (with the mix varying according to the nature of the work).

Key Objectives

Specific Responsibilities

Perform the operational financial management cycle for Communities and HRA, including budgeting, management reporting and monitoring, in accordance with TDC procedures and timetable.

Undertake accounting tasks – accruals, journals and virements, reconciliations, etc.

Analyse and manage/manipulate data in order to prepare it for inclusion in forecasting, budget-setting etc, ensuring accuracy.

Work with teams across the organisation and provide finance support, share best practice and find solutions to financial issues, including financial processes, systems and procedures.

Person specification

Qualifications / Education

Essential	Desirable
<ul style="list-style-type: none">Actively studying for an accountancy qualification, part qualified or willing to study.	<ul style="list-style-type: none">Educated to degree-level or equivalent relevant professional qualifications or expertise.

Experience

Essential
<ul style="list-style-type: none">Operational finance experience in one or more key areas.Professional competence/expertise and finance experience, with the ability to apply knowledge across some activities in the area.

Key Skills and Knowledge

Essential
<ul style="list-style-type: none">Knowledge of financial management systems and processes, with the ability to apply that knowledge to activities undertaken.Proficiency in use of financial data and complex information – manipulation, reconciliation, attention to detailKnowledge of and proficiency in use of IT within a finance environmentListens actively and openly and communicate with stakeholdersGood influencing skills with ability to provide detailed advice.Good communicator with ability to communicate effectively with a range and variety of audiences. Works well with teams by building trust and rapport.Understanding of the broad requirements of the data protection principles.A commitment to equality and diversity.

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