**Finance Business Partner**

**Job Description**

1. **Job Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Department:  | Finance | Job Family: | Management, Specialist and Administration |
| Line Manager: | Deputy Head of Finance | Grade Range: | 6 |
| Full Time/Part Time: | Full Time (37 hours per week) | Contract Type: | Permanent |

**2. Purpose**

The post holder will support the provision of high-quality financial management information and provide professional finance advice to senior managers and budget holders within SAMS.

You will manage the production of monthly financial statements for budget holders to ensure the organisation and funders have an up-to-date position of their finances to support decision making.

You will contribute to the overall corporate reporting of the organisation’s financial position and the reasons behind variations to plan.

The post holder will proactively work with budget holders at a Senior and Executive level to resolve any concerns or difficulties with their financial performance and will support in the preparation of the annual budget.

The post holder will manage the Operations Finance Team to ensure all transactions are correctly and timeously posted into the sub-ledgers and balance sheet reconciliations are completed in a timely manner.

1. **Main Responsibilities**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| *Responsibility Areas* | *Approx. %**of time* |
| Manage the month end financial processes and timetable, identifying efficiencies and implementing change as required. Review adjusting manual journals to automate and sign off to ensure accounts are accurate. | 15 |
| Assist and review the production of the monthly management accounts for your business areas providing statistical analysis and variance to plan reporting and commentary. | 10 |
| Manage the Balance Sheet Reconciliation (BSR) review process keeping recs up to date and report any corrective action is taken. BSR's and Gift Aid to be reviewed monthly with Head of Finance and Deputy Head of Finance and corrections made. | 10 |
| Provide effective commercial procedures and support to ensure key operational, commercial and financial targets are achieved in project delivery and sales in Professional Services, Education, Development and Sams Ltd and accurately costed proposals in these areas where required | 10 |
| Manage finance operations team to ensure accurate, timeous and controlled Accounts Payable, Accounts Receivable, Tax, Payroll and Banking.  | 20 |
| Coordinating budget re-forecasting of year end position for your areas. | 5 |
| Manage departmental cost reports versus budget for relevant departments ensuring accurate cost allocation and coding/recharging. | 5 |
| Designing, maintaining and communication of financial reports to other budget holders on monthly basis highlighting area of concern and transactional investigation. | 5 |
| Support and advise Education Business Partner. | 5 |
| Support and contribute to continuous improvements within the department to ensure policies and procedures (SOPs) are up to date and follow legislation and regulations. | 5 |
| Manage the Capital budget and Fixed Asset Process including Capital grant depreciation offsets. | 5 |
| Assist and liaise with external auditors and production of Annual Report and Statutory Accounts. | 5 |
| Provide flexibility to the Finance team during busy periods and staff absences. | Ongoing |
| Be pro-active in the application of SAMS Health and Safety Procedures. | Ongoing |

 |  |

**4. Planning and Organising**

* Planning own and Finance Operations team workload weekly/monthly around predefined deadlines set internally and externally.
* Setting up meetings with budget holders/stakeholders inform accurate data for input to projects/proposals or regulatory reporting for relevant areas.
* Prepare Financial Monitoring Reports/records for issue to budget holders/funders which will ensure accurate financial data is circulated and filled promptly.
* Contribute numerical and / or graphical information that will form part of the information showing progress on Strategy.

**5. Problem-Solving**

* Highlight queries, providing an effective solution.
* Reviewing tasks to ensure they are completed to the required level and making any corrections or amendments as required.
* Reviewing transactions to ensure they comply with operational or statutory requirements.
* Contribute to review of current policies, drafting new policies or internal control procedures as required.
* Identifying and address gaps or shortfalls in information and searching for sources of information to fill these.

**6. Decision-Making**

* Monitoring several budgets and forecasts v actual for areas concerned and provide solutions, where necessary.
* Responsible for providing guidance and support to budget holders in meeting their objectives.

**7. Key Contacts/Relationships**

* The nature of the role implies contact with both internal and external stakeholders.
* Key contacts include all staff within Enterprise, Finance and Associate Directors.
* Oversee work activities of 3 Finance staff – this includes allocation of tasks, dealing with queries, absence and performance management.

**8. Knowledge, Skills and Experience needed for the role**

* Holds a recognised accountancy qualification or currently nearing end of qualification completion with evidence of extensive work experience application (desirable).
* Considerable experience in senior finance role.
* Some experience of implementing new practices and procedures and compliancy changes.
* Skills in planning work, prioritisation, and delegation to meet required timescales.
* Attention to detail to ensure accuracy in accounts at all times.
* Experience of management accountancy.
* Analytical and problem-solving skills – able to provide/implement solutions provided.
* Excellent communication and teamworking skills.
* Able to manage own workload as well as that of other team members.
* Evidence of successful staff line/supervisory management.
* Excellent IT Skills – Microsoft Excel, Outlook, Power BI financial accounting packages.
* Provide sound financial judgement.
* CPD record.
* Extensive working knowledge for your area of finance i.e. Management Accounts.
* Able to cope with the demands of the role including changing priorities.

**9. Dimensions – Scope of role**

* Providing support, financial expertise and advice across the SAMS Group

**10. Any other relevant information**

The role has a requirement for CPD to keep up to date with changes in regulation or best practice.

You may also be asked to perform duties other than those given in the job description for the post. The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed**.**

[WHAT SAMS CAN OFFER YOU (please right click and select ‘open in new tab’)](https://vimeo.com/411370772)

Our Values and culture

We strive to be a world-class marine science enterprise that underpins regional, national, and international policy, and societal action to secure healthy and sustainable oceans.

As a workforce, we have a strong family and team culture, helping each other to achieve our goals.

Remuneration

We offer a competitive salary and pension as well as employee benefits package. We also have a number of supportive policies to assist absence, family, and other leave types.

Career Goals

SAMS provides a supportive learning and career growth environment for those looking for that next step in their career or upskill in the workplace. This may be through opportunities to develop techniques, learn more about the science objectives for the group, gain some tutorial opportunities, as well as attend meetings and CPD events.

We’ll provide you with a good start as you join SAMS

SAMS provides an excellent induction which is a great introduction to the organisation, the facilities, your department and team, and provides that support that you need over the early months joining a new organisation. We will also provide you with office space, computing equipment and ensure this is ready for you on your first day of work.

Employee Benefits

In addition to a general remuneration package which includes a generous salary, pension, and sickness absence policy, we offer a number of employee benefits to our staff, some of which are listed below:

* Flexible & Hybrid working arrangements (up to 2 days working from home)
* Purchase of additional annual leave – up to 20 days per annum
* Access to shopping discounts as well as local shop and leisure discounted memberships
* Cycle to work scheme
* Purchase of technology
* Payroll Giving
* Salary Sacrifice – pensions
* Access to wellbeing portals which provide support for mental health, nutrition and fitness and GP referral scheme
* Occupational health support
* Welfare support on site
* Sabbatical scheme
* A number of training and development courses to assist you with your career development – leadership, coaching and mentoring.
* Free car parking
* Electric car charging points

SAMS have received a Youth Friendly Employer Badge 2023 – Bronze Award.

SAMS have received a Bronze Award through the Armed Forces Covenant Employer Recognition Scheme. We recognise the contribution that Service personnel, reservists, veterans, the cadet movement, and military families make to our organisation, our community and to the country. We will seek to uphold the principles of the Armed Forces Covenant through Education, training, and employment of veterans and Service spouses.

As an Academic Partner of the University of the Highlands & Islands (UHI), SAMS is designated as an educational establishment and subject to the provisions of the Protection of Children (Scotland) Act. Certain roles may be subject to a satisfactory check by Disclosure (Scotland) as a condition of their appointment.

Applications must include CV and Cover Letter and should be sent electronically to recruitment@sams.ac.uk quoting Job Ref. ‘D38/23.JB’ in the subject line.

Please note, we prefer to contact referees prior to interview.

Guidance for Applicants

Candidates must have the rights to work in the UK.

Your application – what are we looking for?

We are looking for a full CV – please remember to document all your relevant work experience, listed with the most recent first. You should also include your educational achievements with your most recent qualification first.  You should include skills and competencies gained from previous employment or education. This should be specific to the job description.  Also, please include details of two referees, one referee at least from your current role, who we may contact if invited for interview.

We enjoy reading cover letters and these are an important part of the application. In the letter, connect your past accomplishments with the requirements listed in the job description. Focus on your most relevant experience, qualifications, and skills. Where possible, quantify your accomplishments with facts and data.

 Useful links

* [How to write a flawless cover letter](https://career-advice.jobs.ac.uk/cv-and-cover-letter-advice/how-to-write-a-flawless-cover-letter-in-2020/) (please right click and select open in new tab)
* [How to write a CV](https://www.reed.co.uk/career-advice/how-to-write-a-cv/) (please right click and select open in new tab)



