

Financial Accounting Business Partner

Job Description

1. Job Details

Department:	Finance	Job Family:	Management, Specialist and Administration
Line Manager:	Associate Director of Finance	Grade and salary range:	Grade 7 £45,413 - £51,039 per annum
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 month end process including the production of monthly management accounts 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.

3. Main Responsibilities

<i>Responsibility Areas</i>	<i>Approx. % of time</i>
Manage the month end process and timetable, identifying efficiencies and implementing change as required. Review adjusting manual journals to automate and sign off to ensure accounts are accurate.	15
Prepare and deliver monthly management accounts, including detailed variance analysis against budget, insightful commentary on key financial	10

drivers, value-added recommendations to support business performance and decision-making and reforecasting of the year end position.	
Design, maintain and communicate accurate and insightful monthly financial reports to budget holders, highlighting key areas of concern, significant variances and transactions requiring further investigation or action.	10
Manage the Balance Sheet Reconciliation (BSR) review process, ensuring reconciliations are accurate, complete and kept up to date, with any required corrective actions identified, documented and resolved promptly. Conduct quarterly reviews of BSRs with the Associate Director of Finance, ensuring any discrepancies or required adjustments are investigated and corrected in a timely manner.	10
Take responsibility for the preparation and delivery of the statutory accounts for all three entities and manage the relationship with the external auditors, ensuring accurate and timely completion of the external audit process. Support the production of the Annual Report, ensuring financial information is accurate, compliant and presented to a high professional standard.	15
Manage and oversee the Finance Operations team, ensuring accurate, timely and well-controlled delivery of Accounts Payable, Accounts Receivable, Tax, Payroll and Banking activities, while maintaining strong financial controls and efficient processes.	20
Support and contribute to continuous improvements within the department to ensure policies and procedures (SOPs) are up to date and follow legislation and regulations.	10
Manage the Capital Budget and Fixed Asset processes, ensuring accurate and effective monitoring of capital expenditure, asset accounting and depreciation, including the appropriate accounting treatment of capital grants.	10
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 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 5 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.