



Role profile

Job title	Senior Finance Business Partner	
Role family	Management responsibility:	
Finance	Does this role have management responsibility for others? Yes	Manager
Overall purpose of role		
To provide value-added finance business partnering to aligned ICAEW Departments		
Main responsibilities of role		
<ul style="list-style-type: none"> • Line management of team, contributing to their personal / career development through on-the-job coaching and up-skilling. • Proactively support Head of Finance Business Partnering to build and maintain a high-performance team that delivers added value with progression and development opportunities • Month-End <ul style="list-style-type: none"> ○ Responsible for implementing the 'faster close' timetable in the assigned areas, ensuring that the figures are provided are accurate and provided by required deadlines. ○ Ensure that figures are reviewed and understood, and salient critique and commentary is included in the appropriate sections of the management reporting pack ○ Develop, monitor and analyse KPIs, thereby identifying risks, errors, problems and improvement opportunities in the month end pack, to assist the business area to understand past results and implications for the future. ○ Responsible for performing accurate balance sheet reconciliations every month that agree to the trial balance ○ Approve journals over £50,000 prior to posting for your team • Act as a Business partner to support departmental tasks and independently manage projects, designing reports and tools that will add value and assist with key decision making • Financial planning, analysis and decision support to departmental internal customers to include insight on business opportunities, providing options and scenarios to assist and influence business decisions in line with ICAEW and departmental strategy. • Preparation of Capital Investment Business Cases on behalf of aligned Departmental Internal Customers. • Exhibit a good understanding of the links between income and expenditure and gross margins and use this to identify any potential errors in the accounts or cost efficiencies which could be delivered to maximise margins. • Responsible for identifying errors in the results for the business area, proposing solutions to recurring issues and ensuring they are implemented • Develop a good understanding of the business and performance of the departments to which you are aligned. • Interim and year end audit <ul style="list-style-type: none"> ○ Ensure all audit files are compiled and submitted for review in a timely manner ○ Liaise with external auditors to resolve and queries raised • Budgeting and Forecasting <ul style="list-style-type: none"> ○ Responsible for leading the budgeting process from start to finish including understanding the requirements from the Managing Director and ensuring this aligns to the strategy. ○ Lead the business area forecasting process for from start to finish. Ensuring that the department produces a forecast which aligns with strategy and central assumptions. Challenge any proposed changes to budget (or areas where actual experience would imply changes are required but none have been made). 		

- Create budget and forecast papers in simple language, concentrating on the key issues and drivers of changes but to a level of depth which enables stakeholders to understand the issues.
- Develop a good understanding of, and skill in using, the budgeting and forecasting tool (once implemented) in order to be able to use it to its best advantage and to support their direct reports in its use
- Critique processes to ensure that there is strong internal control and identify inefficiencies and provide options for resolving / removing them either by solving the problem or automating processes to minimise workload.
- Build strong relationships throughout the business to instil confidence and trust with key stakeholders both at executive management level and their respective teams.
- Design reports and tools that will add value and assist with key decision making.
- Responsible for owning problems from start to finish, seeking guidance when necessary but seeing problems through to the end.
- Specific duties will vary from time to time in line with the business needs

ICAEW values – all staff are expected to work to these values

The 3 i's – Initiative Insight and Integrity

The 3 i's are the values that drive our attitude and approach to working at ICAEW, along with our ways of working being agile, collaborative and innovative.

Initiative

- Actively demonstrate and encourage collaboration to identify needs and look for innovative solutions.
- Develop and build relationships with different groups and communities to work together.
- Empower people to be agile, to take ownership, and harness the collective efforts of ICAEW in a flexible and responsive way.

Insight

- Actively gather insights to develop innovative and considered thought.
- Collaborate with our networks to share different perspectives and insights internally and externally to stimulate discussion and debate.
- Be agile in finding new and timely ways to provide understanding and insight to our members, organisations and government

Integrity

- Act with transparency, consistency and openness as Integrity underpins all activity we undertake.
- Stand by your principles to adhere to the highest professional standards even when facing adversity.
- Doing the right thing, even when no one is looking.

Candidate profile

- Relevant accountancy qualification and experience, within a management accounts or business partnering setting.
- Experience in leading, managing or coaching others
- Able to communicate clearly, both verbally and in writing
- Experience of providing good quality reports at board level and presenting information in a format that meets the audience requirements including the ability to précis and create executive summaries which detail the key points in a clear and concise manner that can also be understood by non accountants.
- Ability to prioritise and work under pressure of tight deadlines
- Established business partner with proven expertise influencing senior stakeholders and experience of supporting non-financial departments in relation to their finance activities.
- Experience of working in an environment with gross margins and able to articulate the drivers affecting the margins, including volume mix and price variances.
- Resilient with a keen eye for detail and a “right first time” culture
- Able to inspire confidence from those they manage, their peers and directors and build strong, credible relationships
- Collaborative and customer service focused.
- Able to identify inefficiencies, root causes and propose options to correct
- Self-motivated, proactive and committed, with a real desire to help improve ICAEW and team performance
- Strong process and project skills and an enthusiasm for change management
- Strong Excel user with ability to utilise advanced functionality to produce high quality Excel and Word reports in terms of presentation.
- Experience using Microsoft Dynamics NAV or similar and preferably JET reporting tools.
- Experience with Power BI would be an advantage.

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