

# Finance Business Partner

## Purpose of the team:

The Finance department's role is to ensure that all aspects of Teach First and its subsidiaries' finances operate efficiently and in accordance with established internal control procedures and external regulations. The department helps the organisation to budget and forecast, provide analysis, insight, influence and challenge, to enhance the quality of business decision-making and to drive improved performance.

## Purpose of the role:

This role provides strategic analysis to support and challenge our stakeholders in making the right decisions for our growing organisation. The focus of this role will be budgeting, forecasting and management reporting as well as representing our team in organisation-wide projects and driving consistent improvement in processes to add value to Teach First.

## At this level you will:

1. **Impact:** Lead on financial procedures for your designated directorates
2. **Communication:** Establish strong working relationships with senior stakeholders, using influence and accurate information to meet organisational needs
3. **Innovation:** Offer creative and new ways of working
4. **Knowledge:** Be an expert on the work and focus of your designated directorates and how your role can best support these

## Your responsibilities include:

- Taking responsibility for leading the process of tracking income for either Voluntary Income, School Fees and Other Income or Governmental Income
- Leading the funder financial reporting for your area of income
- Full formal quarterly re-forecasting of your income area, and monthly updates to appraise senior management of the expected year end position
- Leading on the expenditure forecasting for your allocated directorates
- Managing the workload of the business partner you manage to deliver regular re-forecasts, monthly reviews and annual budgets for the expenditure in your allocated directorates
- Adopting a business partnering approach to ensure that Finance is in a position to support but yet challenge the charity to add value
- Collaborative working with stakeholders to ensure that budgets and forecasts are accurate and that trends, risks and opportunities are identified and responded to
- Ensuring charity resourcefulness by identifying opportunities for cost savings
- Driving continuous improvements across all areas of finance and ensuring all processes are adequately documented and reviewed on an on-going basis to ensure they remain effective
- Providing ad hoc finance training to key stakeholders and budget holders
- Working as the finance business partner to new projects and proposals as directed by the Head of Finance
- The critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business need.

*The critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business need. As part of the role you may be required to travel to other UK locations from time to time. You will also be required to attend away days/retreats and the annual "Offsite" event which is mandatory for all employees.*

## Person Specification

### Essential Skills and Experience:

- Qualified accountant (CIMA, CIPFA, ACCA or ACA)
- **Delivering Results:**
  - Understands analysis of financial information and can develop and create meaningful management reports
  - Supports others to understand the reasons for variance and evaluates risks/returns to make recommendations for appropriate financial and commercial decisions.
- **Problem Solving and Decision Making:**
  - Uses data and evidence to drive decision making. Analyses and exercises judgement in challenging situations where the full facts are not available.
- **Relationship Management:**
  - Establishes relationships and credibility with key stakeholders. Displays ability to influence outside of the team
- **Communicating and Influencing:**
  - Conveys complex issues with clarity, brevity and confidence. Promotes dialogue with stakeholders through active listening and effective questioning and can adapt style to maximise support and engagement
- **Delivering Results:**
  - Maintains a broad and strategic perspective and an awareness of details. Contributes to the achievement of team and departmental objectives

### Desired Skills and Experience:

- Working knowledge of the Charities SORP is desirable but not essential
- Experience of line managing or coaching others to deliver against their objectives

All our employees are expected to model [our values](#) and help others to do so.