

Finance Business Partner

Basic information

Scale: 2

Job family: Business Services

Terms: Fixed Term

Location: Cheltenham / Hybrid

Reports to: Senior Finance Business Partner

Direct Reports: N/A

Team: Financial Performance

Business unit: Finance and Corporate Services

Date reviewed: March 2023



Job purpose:

The Finance Business Partner will provide a commercially focused assistant finance business partnering service across UCAS' and its subsidiaries in support of delivering the UCAS strategy. This role will deliver a best-in-class finance business partnering service, will guide and influence senior leaders in the delivery of annual corporate financial targets and increase financial awareness and understanding across the business.

Key accountabilities:

Business Partnering

- Lead and support the business unit Directors and Senior Leadership Team (SLT) on all aspects of finance, ensuring the leadership teams are making sound financial decisions.
- Provide financial insight, analysis and appropriately challenging SLT's in support of the delivery of financial targets.
- Be forward looking to help advise and guide SLT's on any potential financial impact their decisions have, being proactive, pragmatic, accommodating and offering alternative solutions.
- Build trusting relationships with key stakeholders, to share knowledge and be authoritative when required.
- Effectively managing key relationships, being the first point of contact for analysis and support.
- Identifying risks and opportunities and suggesting mitigation.
- Driving action and change across the business to improve efficiencies.
- Help to build financial and commercial awareness across the business.
- Collect accurate information to support interim and year-end financial account preparation.
- If required ensure Sales Teams are aware of their team's income targets and achievement towards those

targets.

Reporting

- Preparation of all aspects of the monthly management accounts.
- Production of P&L's, analysis and insightful commentaries, so that the business receives timely and accurate information upon which to base decisions.
- If required for the area, ensure income is accurately recognised in the correct period and produce, analyse and distribute income reports, to the required audience.
- Ad hoc reporting as required.
- Ensure all income and costs are accounted for within the correct business unit and accounting period.

Budgeting & Forecasting

- Lead the Business unit Director and SLT through the budget setting process, ensuring efficiencies are delivered, budgets are complete, and managers understand the numbers that make up business unit budgets.
- Challenge information and suggest change where appropriate.
- Maintain an ongoing forecast, working with budget holders to identify and track risks and opportunities.

Business and Market analysis

- Provide analytical support to understand business trends, markets, and competitors.
- Support the business with product and service costing
- Finance lead with investment appraisal, analysis and monitoring of investments and initiatives.

General

- Ensuring systems and process are best set up to make for efficient and accurate reporting.
- Timely completion of all assigned tasks.
- Direct and deliver Finance department projects as undertaken.
- Continuously seek to enhance systems and controls within the finance department.
- Always meet stakeholders needs and requirements and adhere to company values.
- Other ad hoc duties as requested by Head of Finance or Senior Finance Business Partner.

Skills, qualifications, and experience:

- ACCA / CIMA part qualified or above.
- Previous experience in a similar role.
- Comfortable to work without all the details to hand and ability to use problem solving skills to deliver the best outcomes.
- Confident to influence and challenge assumptions.
- Strong communication skills and the ability to present financial data clearly.
- Excellent relationship-building skills.
- Strong attention to detail.
- Advanced Excel skills and strong system skills.
- Able to continually improve processes.
- Excellent time management, organisation and planning skills.
- Able to work under pressure in a fast-paced environment.

Our Values in Action:

Be Ambitious: motivated, driven, proactive

Be Smart: methodical, curious, adaptable

Be Inclusive: collaborative, supportive, respectful

Be Trusted: honest, transparent, reliable

This role profile sets out the scope and main duties of the post at the date when it was drawn up. Such details may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the level of the post. All UCAS employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility.