
Finance Business Partner - Job Description & Person Specification

Sense salary point:	CHA57
Location:	Sense Touchbase Pears, Birmingham
Responsible to:	Associate Director of Finance Reporting
Responsible for:	N/A

About Sense

For everyone living with complex disabilities. For everyone who is deafblind. Sense is here to help people communicate and experience the world. We believe that no one, no matter how complex their disabilities, should be isolated, left out, or unable to fulfil their potential. Our experts offer support that's tailored to the individual needs of each person, whether that's at our centres, through our holidays and short breaks, or in people's own homes. In addition to practical support, we also provide information to families, and campaign for the rights of people with complex disabilities to take part in life.



About the Sense Finance team

The Finance Team plays a crucial role in managing the financial resources of the organisation. Our team ensures the financial health of the organisation, supporting all departments to achieve their goals through sound financial practices and comprehensive financial oversight.

Our responsibilities include financial management, financial reporting, budget management, payroll services, forecasting and planning, statutory accounting, income and fee management, supplier payments and finance systems management.

About the role

Objectives

- The Finance Business Partner function is a strategic function working closely with business units to help them make informed business decisions. The function provides insights and analysis that helps the organisation understand its financial position, identify opportunities and risks, and make sound decisions about allocating funds. The post holder will provide a high-quality business partnering service to operational management, enabling them to make financial decisions about the current and future services.
- You will prepare regular, timely and accurate financial management information including budgets, forecast, cost centre reports, analysis and commentaries and ensure that non-financial managers can interpret the data to understand the financial implications and consequences of their decisions. The role holder will assist in ensuring the financial good health and appropriate financial management.
- You will monitor and evaluate financial information systems used operationally and within the finance team suggesting improvement where needed.



Key responsibilities

- Production of the monthly management accounts for trading, ensuring accruals, prepayments and adjustments are accurately calculated and posted, and that income is imported accurately from other systems and payroll and invoiced costs accurately reported so that management accounts are a true reflection of the financial performance of trading.
- Ensure that trading balance sheet accounts are accurately maintained and regularly reconciled
- Monthly face to face presentation of financial performance to Senior management, with adequate narrative explanation of the main movements and drivers of the position against budgets and latest forecasts
- To independently conduct monthly review meetings with the Director of the service and Operational managers and to act as the key point of contact to support budget holders with commercial business, capital and investment proposals.
- Challenge the Operational Director and managers to ensure that all concepts have been properly considered before making business decisions.
- Offer professional judgement on financial matters and advising on ways to improve business performance.
- To lead and co-ordinate the annual budget setting process in collaboration with operational managers and the group consolidation team.
- Be comfortable dealing with and working through issues and operational challenges with project teams and other stakeholders getting into the detail, in particular the EPOS system, to ensure you understand the cost drivers of the business and can provide insight to non-finance colleagues.
- To work with other senior colleagues to continuously improve the reporting/ledger structure and ensure the team are making the most of the EPOS and Finance systems.
- Maintain stock records and calculate cost of sales for bought in goods in compliance with SORP and HMRC and Charity Commission guidance.



- Ensure records of van collectors (and any other contractors and 'zero hours contracts' staff) are accurate and submitted annually to HMRC.
- Organise, control and report on stocktake procedures.
- Complete returns for the Charity Retail Association.
- Prepare and submit gift aid claims in liaison with the admin teams.
- To ensure that all services operate within finance policies and regulations, ensuring compliance with statutory requirement and accounting standards.

Person specification

Knowledge and Experience

- Relevant financial qualification such as ACA/ACCA/CIMA/CFA/CFP, with evidence of own continuing professional development.
- Proven experience as a Finance Business Partner within retail accounting and working with EPOS systems and experience of stock accounting and control
- Experience of developing and monitoring an annual budget within a multi-cost centre environment.
- Experience of manipulating large data sets in Microsoft excel.
- Experience of building effective working relationships with internal colleagues and external agencies, so that objectives are met consistently, and change is introduced successfully.
- Experience of challenging current ways of working, revising or developing procedures and policies in order to deliver organisational benefits.
- Experience of working in a large complex organisation.
- A demonstrable commitment to enabling an inclusive and diverse workforce to reflect our community.



- A commitment to people with complex communication and Sense's vision and values; a willingness to learn how to communicate with people with complex communication and identify the barriers to their participation in all aspects of Sense's work.

Skills

- Excellent communication and interpersonal skills to nurture and develop relationships with key stakeholders and external agencies, so that objectives are met consistently, and change is introduced successfully.
- Ability to influence and partner with Senior Management and colleagues across the finance department.
- Good knowledge of the management accounting requirements of a retail environment. Understanding of charity retail accounting requirements, how VAT affects charities and Gift aid.
- Excellent IT skills including advanced Excel skills with ability to use a broad range of functions. Ability to use pivot tables and charts to analyse and present data.
- Experience of using computerised finance systems such as Sun.
- Up to date knowledge of accounting standards. Familiar with charity SORP.
- Experience of using and interrogating data from an EPOS system.
- Able to plan and organise your own workload or contribute to the planning of team workload with an appreciation of short and long term deadlines.
- Knowledge and understanding of Data Protection issues.
- A demonstrable commitment to the principles and practices of equal opportunities.
- Highly developed creative and practical problem-solving skills.
- An ability to analyse, monitor and present information in various formats, so that the financial position and performance of services, and the effectiveness of policies and procedures can be assessed and managed on a proactive basis.
- A positive approach to providing high quality services for people with deaf blindness and related disabilities.



- Knowledge and understanding of the needs of people with deaf blindness and related disabilities

Personal circumstances

- An ability and willingness to travel across Sense and for regular monthly finance review meetings.

Our values

Everything we do is underpinned by five core values. These values shape the way we work as we pursue our vision of a world where no one, no matter how complex their disabilities, is isolated, left out, or unable to fulfil their potential.

- We include
- We collaborate
- We find a way
- We challenge
- We celebrate

Other information

- This job description does not form part of the employment contract.

July 2024