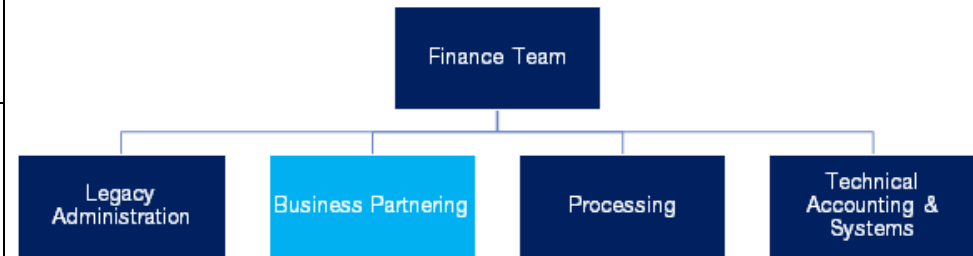
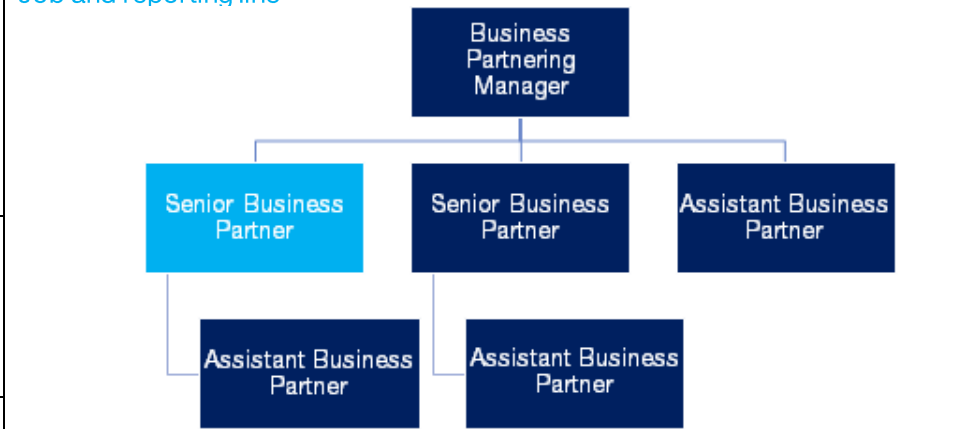


<p>Job Title Senior Finance Business Partner</p>	<p>Directorate and team This role sits in the Business Partnering Team in the Finance Department of the Corporate Services Directorate</p>
<p>Key focus of the role Partnering with colleagues across the charity to realise the best financial outcome for Diabetes UK. Effectively leading, managing and coaching the Assistant Finance Business Partner to ensure their ongoing development with the same objective.</p>	<p>Department</p>  <pre> graph TD FT[Finance Team] --> LA[Legacy Administration] FT --> BP[Business Partnering] FT --> P[Processing] FT --> TACS[Technical Accounting & Systems] </pre>
<p>Key deliverables</p> <ul style="list-style-type: none"> Providing expert support and advice to senior leaders, playing an integral role within their management team by delivering added value and providing leadership on financial issues. Identify and act on risks and opportunities, proposing or taking measures to mitigate against or capitalise on these and influencing and challenging senior leaders to reach the best financial outcome Lead, manage and coach the Assistant Business Partner to ensure that they are effective in their role and that they develop and grow in skills and capability over time. Play a leading role in the preparation, review and challenge of contracts and fundraising bid costings and grant offerings. 	<p>Job and reporting line</p>  <pre> graph TD BPM[Business Partnering Manager] --> SBP1[Senior Business Partner] BPM --> SBP2[Senior Business Partner] BPM --> ABP1[Assistant Business Partner] SBP1 --> ABP2[Assistant Business Partner] SBP1 --> ABP3[Assistant Business Partner] </pre>
<p>Contractual information</p> <ul style="list-style-type: none"> Contract type: Permanent Hours: 35 Pay range: Band 4 	
<p>Key working relationships - internal Leadership, senior management, Philanthropy & Partnerships, funding bid delivery teams, and the wider Finance Team</p>	
<p>Key working relationships - external Auditors, peers in other charities, external consultants, corporate partners and trust and statutory funders</p>	

All jobs at Diabetes UK are based on our competency framework called the **What-How Framework**. In the following sections we've listed:

- the key activities you'll undertake (**the What**) and
- the skills, knowledge, experience and behaviours you need to be successful in this role (**the How**).

When applying, focus on the bullet points that are **bold and marked with (S)** only. We will use these elements for shortlisting purposes.

Key activities – What you need to do

Improving Delivery	Making Change Happen	Communicating with Others	Managing and Developing Others
<ol style="list-style-type: none"> 1. Apply financial expertise, influencing and challenging skills to ensure the charity achieves the best financial outcome. (S) 2. Lead on the business partnering aspects of month end, year end, reporting, budget and reforecast processes within areas of responsibility. Take accountability for technical corrections, reviews and adjustments as well as the presentation of figures. 3. Assess the financial skills of colleagues across areas of responsibility, identify any gaps, and propose solutions such the delivery of training where appropriate. 4. Play a leading role in the review and challenge of investment cases, preparation of contract and funding bid costing, and ensuring that accurate and timely submissions are made externally. (S) 	<ol style="list-style-type: none"> 5. Pro-actively identify and drive action around risks and opportunities. (S) 6. Identify required changes in financial practice within areas of responsibility, and work with leadership teams to deliver on these – including effective use of systems and application of policies and processes. 7. Proactively seek, and act on feedback to ensure that colleagues within your areas of responsibility have a positive experience of the business partnering offer. 8. Collaborate with the technical and processing teams to continuously improve finance processes. This includes playing a role in the maintenance and development of effective financial control processes and systems. 	<ol style="list-style-type: none"> 9. Represent financial and commercial interests in a variety of forums including senior leadership team meetings, fundraising bid working groups and others. 10. Build strong and productive relationships with directors and senior management in your areas of responsibility. (S) 11. Adapt presentation and communication style, gauging the appropriate level of detail or technical information required by different stakeholders to ensure that key points are heard clearly. 12. Deliver clear and insightful commentary to support monthly reporting and budget/forecast reviews. 	<ol style="list-style-type: none"> 13. Manage, lead and coach the Assistant Business Partner – ensuring that their skills and capabilities expand over time and support them to develop excellent business partnering skills . (S) 14. Demonstrate flexibility around resourcing within the business partnering team at busy times to ensure the best result and by focusing on the most urgent needs of the charity. (S) 15. Contribute to the development of the wider Finance team, sharing knowledge and offering appropriate opportunities to colleagues outside of business partnering when interest is shown.

Skills, knowledge, experience and behaviours – How you need to do it

When applying, focus on the bullet points that are **bold and marked with (S)** only. We will use these elements for shortlisting purposes.

Setting and delivering strategy and objectives	Making change happen	Managing and Developing Self	Collaborating with colleagues
<ol style="list-style-type: none"> 1. Understand the role of the business partnering function in delivering our 5 year strategy, contributing to the wider Finance Strategy. Set clear objectives around financial effectiveness with both the leadership teams of areas of responsibility, and with the Assistant Business Partner. 2. Understand and apply a complete financial picture of the organisation, with detailed knowledge of areas of responsibility, to guide leaders to make good decisions. 3. Work with colleagues to ensure that plans and budgets are aligned and contribute to our aim of a single view of performance. 	<ol style="list-style-type: none"> 4. Balance the needs and experience of our partners and colleagues around the business with financial process needs, keeping things simple and taking a proportional approach to risk (S) 5. Ensure objectives have defined outcomes, and that there is clarity on how they will be achieved. Examples could include anything from compliance with procurement processes to accuracy of budgets and forecasts. 6. Adopt an approach of continuous improvement and be open to feedback and change. 	<ol style="list-style-type: none"> 7. Show resilience in managing competing demands and challenging conversations and be able to motivate, inspire and encourage the Assistant Business Partner at the same time, asking for support when needed. (S) 8. Ensure focus on personal development, through training, mentoring or other means. 9. Show solid understanding of all relevant financial principles and accounting standards and continuous professional learning and improvement. 	<ol style="list-style-type: none"> 10. Be able to identify and motivate others towards common goals in the best interests of the charity. 11. Take advantage of cross organisational views and turn that into value for colleagues by supporting them to understand one another's work and collaborative effectively. 12. Understand the role and value of others within the Finance team, and use this to work with them effectively on both day to day and improvement work.

Qualifications – Qualifications you need to carry out this role

CCAB qualified accountant or within 6 months of achieving this.

Experience of Microsoft Excel and financial systems and reporting packages (specifically Business Central and JET - desirable but not essential)