

Business Partnering Manager

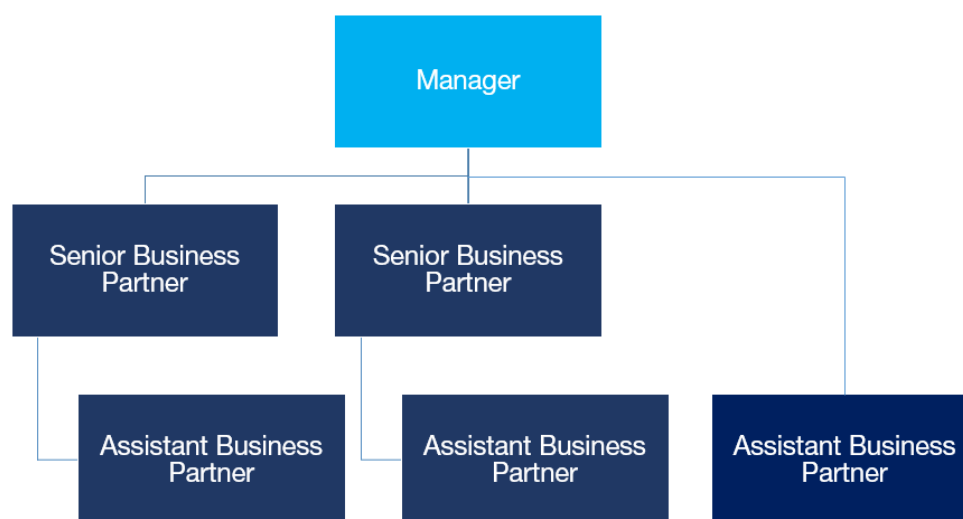
DIRECTORATE:	Corporate Services
SECTION:	Finance
REPORTING TO:	Head of Finance
CONTRACT:	4 days/week, maternity cover contract for 12 months

OVERALL PURPOSE OF THE JOB

Diabetes is the most potentially devastating – and fastest growing – health crisis of our time, requiring ongoing high-quality care and support. There are currently 4.5 million people in the UK living with diabetes, and 11.9 million more at increased risk of getting Type 2 diabetes. Those diagnosed face the risk of life-changing, and life-limiting, complications, unless they are given the very best care and the support they need to manage their condition well. As a society we need to work together now – and take action now – to fund critical research, improve healthcare and treatment, and prevent yet more people developing this potentially life-threatening condition.

This is a key maternity cover role which will lead and actively develop our finance business partnering offer. The successful candidate will be someone who understands the power and value of an effective business partnering function for the whole organisation from their experience. They will be looking for a varied role in which they will work flexibly through the year, adapting to focus on different projects and tasks while also meeting month by month demands. They will be a ‘people person’, committed to supporting, developing and managing the team to perform to their best, and will act as a role model for the business partnering approach. They will play a key role in managing risk, maximizing our income and keeping strategic oversight of our activities.

The post holder will be located at Diabetes UK’s London office within the Business Partnering team, part of the wider Finance team, and will report into the Head of Finance.



WORKING RELATIONSHIPS

Inside Diabetes UK
Leadership, senior management, and the wider Finance Team
Outside Diabetes UK
Auditors, peers in other charities, external consultants, corporate partners

MAIN DUTIES AND RESPONSIBILITIES:

Approach

- Maintain high professional standards (timekeeping, meeting participation, awareness of organisational policies etc) and actively deliver on the promises of the business partnering terms of reference.
- Demonstrate timely, complete, well-judged and accurate communications with stakeholders at all times.
- Embody a continuous improvement approach and proactively identify required improvements.
- Balance the needs and experience of our partners and customers around the business with financial process, and ensure that we keep things simple.
- Be approachable, helpful, expert in your field, and trusted by your stakeholders. Maintain confidentiality.
- Lead the organisation to operate as one unit - supporting colleagues to see the 'bigger picture' and in doing so to get their support for and ensure their compliance with processes, policies and ways of working.
- Demonstrate a whole-team mentality, ensuring that we speak with a single voice and build and maintain a great reputation in the business by being clear on the teams' goals and wider objectives.
- Be capable of working autonomously or as directed by the Head of Finance.
- Be able to work flexibly on a range of varied projects and tasks, navigating complexity and demonstrating clear, rational and independent thinking around key challenges.

Leadership & management

- Lead change in financial processes and ways of working which centre on business partnering, and be able to influence and persuade colleagues to ensure that they support and benefit from changes.
- Set and deliver against annual objectives for the business partnering team, including critical business processes such as the plan & budget.
- Ensure that the team are effectively managed and developed, that resources are effectively used and that work is appropriately prioritised. Develop effective strategies around succession planning and retention of high performing staff, and work with other Finance managers to offer appropriate development and progression opportunities to their teams.

Business support

- Build strong, authentic and professional relationships across the business and act as an ambassador for the business partner role.
- To develop a complete and detailed understanding of our strategy, priorities and plan – and to ensure that colleagues receive effective business partner support in delivering their objectives.
- Ensure that colleagues are effectively challenged so that we reach the best outcome.
- Show financial leadership, sound judgement and reasoned decision making in situations which require interpretation of internal policies or external requirements.
- Play a leading role in the review and challenge of investment cases.
- Contribute to the development and delivery of a financial training offer for colleagues across the charity.
- Provide ad hoc support regarding procurement queries, supporting teams to follow best practice.
- Help to identify improvements that the Finance team need to make to better support delivery across the charity, and contribute to/lead on the required change.

Budget, forecast & monthly reporting

- Collaborate with stakeholders to contribute to the design of responsive plan, budget and reforecast processes, and lead the business partnering team to deliver against them.
- Oversee the design and implementation of efficient and effective processes to collect, consolidate and report on budget & reforecast data – maximizing the time available for challenge and review.
- Support business partners in taking a consistent approach to ensure that our budget accurately reflects the charity's plans and that the information submitted is complete and well-reasoned.
- Be able to represent and explain the plan and budget process to stakeholders across the charity, building awareness and capability, both verbally and via succinct plain English guidance documents.
- Own the monthly Executive Team pack and delivering within agreed timelines, ensuring a high quality commentary from the Business Partners and writing any accompanying papers.
- Gain an appropriate level of confidence that adjustments are appropriate and that the overall picture presented is accurate and a solid basis for decision making.

- Collaborate with the technical and processing teams to continuously improve the month end process in the interests of improving the quality of reporting and commentary.

Technical/accounting

- Show solid understanding of all relevant financial principles and accounting standards and be able to explain these to colleagues across the business in simple terms.
- Ensure that the Business Partners are applying a sensible and consistent approach to adjustments and corrections, particularly at the year end, and that their work is accurate and well supported.
- Work with the Technical/Financial Accounts team at year end in terms of process and analysis.
- Play a role in the maintenance of effective and efficient financial control processes and systems.
- Play a key role in representing the voice and perspective of our colleagues and our strategic aims as we consider systems upgrades and improvements.

PERSON SPECIFICATION

The best person for this job will be able to:

- Work collaboratively and manage stakeholders well
- Identify where improvements are required, and approach them with enthusiasm
- Balance the experience of our colleagues with the needs of finance
- Gauge the appropriate level of detail or technical information required by different stakeholders
- Confidently challenge colleagues to find the best outcome and lead others to do the same
- Manage their time and that of their team by focusing on the most urgent needs of the charity
- Build capability and confidence, and guide colleagues to better financial outcomes
- Recruit, develop and motivate a high performing team of Business Partners , and ensure the delivery of a top quality business partnering experience to the charity

The best person for this job will have experience in:

- A successful business partnering environment
- Putting business needs first and balancing process with a proportional approach to risk
- Microsoft Excel and financial systems and reporting packages
- Sun, Vision Q&A, iPOS (desirable but not essential)
- Advising on pricing and other key aspects of commercial offers
- Experience in establishing systems to ensure value for money and robust procurement
- Supporting effective decision making, and making sound financial decisions when required
- Leading, motivating and developing a team

The best person for this job will be:

- A qualified accountant
- A role model for the business partnering approach
- A highly skilled communicator with a talent for writing in plain English
- Proactive, curious, enthusiastic, someone who enjoys making improvements and wants to develop and make a difference at Diabetes UK
- Able to work in a demanding environment