Finance Business Partner

## Job details

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| Job title: | Finance Business Partner |
| Department: | Finance |
| Location: | Home or local site |
| Reporting to: (job title only) | Commercial Finance Director |
| Direct reports: (job title only) | N/A |
| Accountable to: (where applicable) |  |
| Responsible to: (where applicable) |  |
| Job purpose: | The Finance Business Partner will be responsible for the financial performance of the Business Unit, working across multiple services, this role plays a key part in delivering the strategic ambitions of the business; the post-holder will have accountability for managing commercial performance and be involved in growth, retention, operational delivery, proposition development and pricing.  This is an important role in an ambitious, growing and constantly evolving business, and requires a post-holder with a drive to make real impact. |
| Role and Responsibilities: | The post holder will be expected to work alongside Operations Directors and Service Leads with responsibility for:   * + Financial performance of all services in the Business Unit   + Identification and implementation of mechanisms that drive improved efficiency and profitability   + Actively shaping short and medium-term direction of the Business Unit, with the ability to support this through sound logic and financial analysis   + Creating, maintaining, and delivering robust forecasts and budgets, along with ensuring management accounts accurately reflect our commercial position   + Undertaking proactive analysis of the key drivers of performance that underpin profitability of the Market Unit   + Clear communication and articulation of business performance to both finance and the wider business to aid understanding and drive action   **Accountabilities:**   * + Ownership of month end results, ensuring reported results reflect activity and interpretation of results is consistently understood by key stakeholders   + Through deep understanding of profitability across each service, identify risks, opportunities, and drive actions to improve commercial outcomes   + Undertake detailed analysis and scenario planning, working with Operations Directors, Service Leads and other key stakeholders to shape the short and medium-term direction of the Business Unit   + Deliver/support new business pricing, ensuring a balance between short-term profitability and long-term strategic opportunity   + Track new business performance against assumptions from bid stage, ensuring maximum value is leveraged and learnings fed back in to bid/new business teams   + Collaborate with business to implement new propositions at service and customer level, embed these within BAU   + Ensure implementation of transformation projects are delivered on-time, on-cost, with expected benefits realised   + Maintain trading outlook, ensuring decision making supports delivery of financial targets   + Deliver annual budgets and rolling forecasts to ensure operational activity targets reflect changing trading conditions and business goals   + Any other reasonable duties as required   **Equality Diversity & Inclusion (EDI)**  We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do.  Vita Health Group has several initiatives in place to achieve this including our Zero Tolerance Policy, Code of Conduct, Freedom to Speak Up Guardians, and more. We believe it is the responsibility of everyone to ensure their actions support this goal with all internal and external stakeholders.   * + Be aware of the impact of your behaviour on others.   + Ensure that others are treated with fairness, dignity, and respect.   + Maintain and develop your knowledge about what EDI is and why it is important.   + Be prepared to challenge bias, discrimination, and prejudice when possible, and raise with your manager, the EDI & Sustainability team, or the Freedom to Speak Up Guardians.   + Encourage and support others to feel confident in speaking up if they have been subjected to or witnessed bias, discrimination, or prejudice.   + Be prepared to speak up for others if you witness bias, discrimination, or prejudice. |
| Clinical Governance:  (where applicable) | N/A |
| Training and supervision: |  |
| Additional information: | Travel including overnight stays required, so a full clean driving licence is desired. |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * + Formal accountancy qualification (ACCA, CIMA) with at least 3 years post-qualified experience | * + University degree such as BA (Hons) or BSc |
| **Experience** | * + Experience of working in a dynamic environment in a finance function   + Experience operating in multi-disciplinary teams which require recognition and understanding of business-wide capabilities/priorities   + Understanding of key financial and operational performance metrics | * + Experience of working in non-finance teams and communicating externally with customers at a senior level   + Experience of working in a healthcare environment   + PowerBI |
| **Skills/knowledge** | * + Advanced excel, written and communication skills   + Proven ability to understand the key drivers behind financial results   + Ability to identify operational drivers of profitability and educate/influence stakeholders to drive improvements | * + Microsoft Dynamics   + Operational experience outside of the finance function |
| **Personal competencies and qualities** | * + Personable, determined, holds high standards, and a real desire to make a difference   + Comfortable working to a high degree of autonomy   + Highly effective communicator; presentation, verbal & written   + Ability to prioritise, self-motivated and adaptable in a fast-changing environment.   + Ability to be a team player, acting as role model for less experienced team members   + Good organisational and time management skills, ability to plan and prioritise own and service workload   + Committed to ongoing professional development   + Must be legally entitled to accept and perform work in the UK   + An awareness of and commitment to supporting and facilitating diversity and inclusion |  |

# Version Control

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| Owner: | Human Resources | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: | Human Resources | Version: | V1.1 | Status: | PUBLISHED |
| Date Published: | 03/12/2019 | Code: | TBC |  |  |

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| Version: | Date: | Summary of Changes |
| V1.1 | 03.12.19 | Document copied onto authorised VHG branded Policy Template (original had no coding) |
| V1.2 | 06/08/20 | Updated to include diversity and inclusion statement |