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) | Commercial/Senior Commercial Finance Analyst |
| Accountable to: (where applicable) |  |
| Responsible to:(where applicable) |  |
| Job purpose: | The Finance Business Partner will be responsible for the financial performance of the Market Unit. Working across multiple service lines, this role plays a key part in delivering the strategic ambitions of the business; the post-holder will have accountability for commercial performance and be involved in all aspects of growth, retention, operational delivery, proposition development and pricing. |
| Role and Responsibilities: | The post holder will be expected to work alongside Service Leads and divisional board members with responsibility for:* + Financial performance of all service lines
	+ Identification and implementation of mechanisms that drive improved efficiency and profitability
	+ Actively shaping short and medium-term direction of the Market 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

**Accountabilities:*** + Ownership of month end results, ensuring reported results reflect activity and interpretation the 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 Service Leads and other key stakeholders to shape the short and medium-term direction of the Market Unit
	+ Deliver/support delivery of 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 Service Leads 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. We believe it is the responsibility of everyone to ensure their actions support this 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 if possible to do so and raise with your manager and EDI team
* 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
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| Clinical Governance:(where applicable) | N/A |
| Training and supervision: |  |
| Additional information: | Some travel including occasional overnight stays may be 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 or business function.Leadership experience including stakeholder management and coachingExperience of working with non-finance teams and communicating externally with customers at a senior levelUnderstanding of key performance metrics | Experience of working in a healthcare environment |
| **Skills/knowledge** | Advanced excel, written and communication skillsProven ability to understand the key drivers behind financial results | Microsoft Dynamics Operational experience outside of the finance function |
| **Specialist training** |  |  |
| **Personal competencies and qualities** | Personable, determined, holds high standards, and a real desire to make a differenceCommitted to ongoing professional developmentHighly effective communication skills, presentational, general verbal and writtenAbility 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 membersGood organisational and time management skills, ability to plan and prioritise own and service workloadWillingness to abide by the company and service principles, policies, and procedures Must be legally entitled to accept and perform work in the UKAn 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 |
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