



Finance Business Partner – Finance

HOURS: 35 hours per week, Monday to Friday

SALARY: £42,946 to £47,081 per annum

ANNUAL HOLIDAYS: 6 weeks plus Bank Holidays

LOCATION: Bradford, BD5

Job Description

REPORTS TO: Head of Finance

LINE MANAGEMENT: Assistant Finance Business Partner

The Finance Business Partner is responsible for the production of accurate and timely management accounts, providing financial analysis and business partnering support to budget holders and senior managers across the organisation. The role will support strategic decision-making through insightful financial reporting, robust budgeting and forecasting processes, and proactive financial advice.

Working closely with operational managers, the Finance Business Partner will ensure strong financial control, challenge financial performance where appropriate, and identify opportunities to improve efficiency and value for money.

RESPONSIBILITIES

- Management Accounts
 - Lead the preparation and production of quarterly management accounts, ensuring accuracy, completeness and adherence to reporting deadlines.
 - Analyse variances against budget and prior year performance
 - Ensure accurate and timely financial management information is prepared with detailed financial analysis of schemes and commentary for heads of service
 - Support year-end financial management and reporting including assisting with the completion of the annual accounts

- Business Partnering
 - Act as the primary finance contact for designated budget holders and operational managers
 - Build strong working relationships with managers, providing challenge and support
 - Conduct regular review meetings with budget holders to discuss financial performance and emerging risks
 - Support managers in understanding financial reports and improving financial management within their service areas.
 - Work with senior managers to prepare bids and tenders for new opportunities and/or service redesign

- Financial Controls & Reporting
 - Work in close partnership with individual budget holders and the Head of Finance to provide accurate, timely and comprehensive annual budgets
 - Ensure scheme specific financial returns and reports for stakeholders are accurate and produced in a timely manner
 - Support the Assistant Finance Business Partner in overseeing the raising of invoices to ensure income collection is timely, and records of contract income expected are accurate
 - Support audit processes by providing information and analysis as required
 - Prepare ad hoc financial statements, reports and analysis as necessary
 - Act as an authorised signatory for the banking of Horton Group in accordance with Financial Regulations
 - Support the Head of Finance in leading the organisation's procurement strategy, embedding strong value for money practices

- Team Responsibilities
 - Line-manage, support and develop the Assistant Finance Business Partner
 - Challenge current ways of working, driving efficiencies and cost savings wherever possible through continuous improvement of finance procedures and systems
 - Performing any other duties from time to time that may reasonably be required.

- Values, Behaviours and Organisational Expectations
 - Work in line with strengths-based trauma-informed principles
 - Promote and model the organisation's Values in all aspects of work
 - Maintain professional boundaries at all times
 - Demonstrate a strong commitment to Equality, Diversity and Inclusion
 - Participate in relevant training and maintain up-to-date sector knowledge



- Work flexibly to meet the needs of the department and organisation

Note: This is a job outline only and seeks to set out the principal purpose and functions of the role; it may therefore be subject to change. For management and specialist roles, colleagues will be responsible for the determination, assessment and management of risk.

Safer Recruitment

Horton Housing is committed to safe and fair recruitment, safeguarding, and protecting the people that we support. Positions here at Horton require a fully completed application form with any gaps explored back to the age of 18, as well as a right to work check, two references and a DBS check to identify and reject applicants who are unsuitable to work with children or vulnerable adults.

Person Specification

ESSENTIAL

- Experience of working in a complex financial environment with various income streams
- Experience preparing, producing and/or analysing management accounts and budgets
- Experience of line management and/or development/coaching of team members
- Ability to build effective working relationships
- Ability to analyse data with a good attention to detail
- Knowledge of UK GAAP and legislation relating to budgetary control and financial management
- Knowledge of VAT as it applies to groups, charities and non-charities
- ACA / ACCA / CIMA qualified, or willing to work towards this

DESIRABLE

- Knowledge of Housing SORP and / or Charities SORP would be advantageous

In addition to the above, it is expected that you will:

- Maintain professional boundaries
- Have a commitment to Equality, Diversity and Inclusion
- Are willing to undertake any further training required
- Are able to work flexibly to meet the needs of the service/department



What matters most to the people accessing our services?

We spoke to a group of the people we support and asked them what they thought were the most important skills and qualities for a Horton colleague in our central service teams. The group agreed that our colleagues should have good **experience** and **specialist skills** for their role, with a good understanding of **confidentiality** and **GDPR**, as well as **safeguarding**. The group also discussed the importance of soft skills in our central service teams. Our colleagues should be **empathetic**, **non-judgmental**, with a **curious** and **open-minded** approach, **welcoming change** and being **adaptable**.

About the department

Our finance department provides valuable support to the organisation ensuring efficient financial management and financial control necessary to support the organisations activities and long-term goals. The department is responsible for all financial transactions, financial reporting and returns, management accounting and analysis and budgets, investment appraisals and long-term financial planning.

