

Job Description

Job Title:	Finance Business Partner
Responsible to:	Head of Finance
Job Purpose:	Acting as the key conduit between the main non membership commercial operations (Professional Development, Professional Standards and Cost Centres) and the Finance team.
Key objectives/ responsibilities:	<ul style="list-style-type: none"> • Ensuring all invoices and credit notes are accurate, produced in a timely manner and able to STP to the finance system (Sun) • Working with Credit Control to ensure all outstanding debts are collected in a timely manner • Producing monthly revenue and cost forecasts • Control of outsourced service provider costs (Benugo, Course Tutors etc) ensuring accurate charging and allocation to revenue centres • Liaison with the finance team to ensure that the monthly management accounts are both accurate and produced on a timely basis • Partnering with finance to reconcile historic miss matches between the management accounts and business forecasts • Reviewing all key finance related processes, systems and reports and re-engineering to enhance efficiency • Working with business heads on strategic planning • Financial analysis of new business initiatives • Production of budget for all areas in liaison with Finance • Gain and maintain extensive understanding and knowledge of CRM and make recommendations for changes, additions, etc. • Responsible for all Cost Centre reporting and ad hoc reporting • Responsible for monthly reporting, budgeting and audit timeline • Working with Business Change to deliver change process as BAU activities (UAT testing, recommend process change and track progress)
Key Relationships:	<ul style="list-style-type: none"> • Work closely with functional heads in PD, managing director PD • Finance team and Chief Finance Officer • IT • External Suppliers
Hours:	Monday to Friday, 9.00am – 5.00pm
Location:	116 Pall Mall, London

Person Specification

<p>Key Personal Attributes</p>	<ul style="list-style-type: none"> • Patient, calm and tactful when dealing with people who are unfamiliar with financial processes • Must have a "can do" attitude and a thirst for identifying and solving problems • Self-assured, reliable and able to explain complex finance issues in simple terms • Discreet and able to maintain confidentiality • Flexible and adaptable in a changing organisational environment • Demonstrates behaviour in accordance with the IoD's key values; Integrity, Passionate, Inclusive, Commercial & Enterprising, Professional • Focussed on continual improvement; analysing successes and shortfalls and taking action • Understands what high performance looks like and passionate about working within a high performance culture.
<p>Qualifications/ Experience:</p>	<ul style="list-style-type: none"> • Be CIMA / ACCA / ACA qualified or near qualified • Have an eye for detail and control but able to see the big picture • Have relevant experience with a commercial organization (preferably, from a membership organisation)
<p>Knowledge/ Skills:</p>	<ul style="list-style-type: none"> • Be commercial and relish challenges • Have an eye for detail and control but able to see the big picture • Be numerically articulate and analytical • Ability to work on multiple tasks at once in a methodical and calm manner