

## ROLE PROFILE

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| <b>Role Title:</b>       | Junior Finance Business Partner   |
| <b>Department:</b>       | Finance   |
| <b>Role Purpose:</b>     | <ul style="list-style-type: none"> <li>• To identify trends and provide budget performance feedback to the business on area of responsibility.</li> <li>• To provide forecasting information on which forecasts are prepared.</li> <li>• To support the budget setting process.</li> <li>• Attendance at SMT meetings.</li> </ul> |
| <b>Reporting to:</b>     | Finance Business Partner  |
| <b>Responsible for:</b>  | None  |
| <b>Disclosure level:</b> | n/a   |
| <b>Role Level:</b>       | Frontline Worker  |

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| <b>Key Role Responsibilities</b> | <p><b>Management Accounts:</b></p> <p>Accurate posting of standard, accrual and prepayment journals as necessary.</p> <p>Production of accurate monthly management accounts for area of responsibility.</p> <p>Identify trends and business reasons supporting under/over performance.</p> <p>Attendance at SMT/budget holder feedback meetings to present simple financial information.</p> <p>Contribute towards preparation of monthly reports.</p> <p><b>Budgets:</b></p> <p>Contribute the budget process where directed under guidance.</p> <p><b>Forecasting:</b></p> <p>Contribute to the monthly forecasting process under guidance.</p> <p><b>General:</b></p> <p>Continuous efficiency review of working practices.</p> |
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| <b>Education, Qualifications and Training</b> | Part Qualified Accountant (ACA/ACCA/CIMA).  |
| <b>Knowledge and Experience</b>               | Production of management accounts.<br>Budgetary control.<br>Good knowledge of excel (Vlookups, sumif, pivot tables and nested If statements).<br>Report writing.  |
| <b>Role Specific Skills &amp; Behaviours</b>  | Accurate and detailed approach to work.<br>Organised with the ability to carry out several tasks at once and to prioritise effectively.<br>Ability to work accurately and to tight deadlines.<br>A “can do” attitude - proactive and able to use own initiative.<br>Ability to communicate effectively with managers across the business.<br>Flexible approach.<br>A positive ambassador for the team and department. |