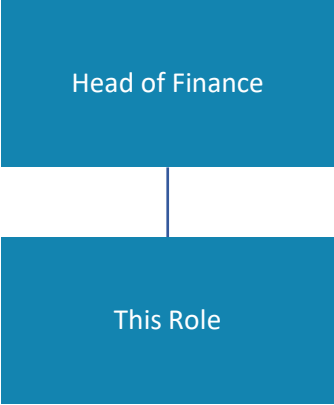


Finance Business Partner

Identifying Facts	
Service Sector	Finance
Organisational Relationships:	
Qualification Requirement:	Part Qualified or Qualified by Experience

JOB PURPOSE

To provide support to senior Departmental and Operations Management on financial matters.

MAJOR TASKS

- Preparation of Monthly Management Accounts including Full Year Forecast;
- Provide Finance support and assistance;
- Prepare statutory and other financial returns;
- Assist with the preparation of the annual statutory accounts;
- Fixed Assets;
- Development and Management of Systems;
- Provide cover in absence of Head of Finance.

MAIN ACTIVITIES

Preparation Management Accounts

Preparation of monthly management accounts including ensuring that all relevant transactions have been recorded in the appropriate ledger. This includes but is not limited to:

- Posting various firm and reversing journals.
- Running a set of draft reports to check for anomalies.
- Investigating (through interrogating financial systems or discussing with staff) the reason why any figures deviate from the expected norm, note reasons, and take action to address errors should this be required.
- Reviewing financial data from Fundraising, and Services ensuring the information is incorporated into the appropriate ledger accounts and reports.
- Reconciling monthly the various control accounts in the Balance Sheet investigating and correcting any differences.
- Forecasting the anticipated income and costs for the full year incorporating the results in the published Management Accounts.
- Producing Management Accounts using Microsoft Office products and making them available for review and comment by the appropriate budget holders, members of the Leadership Team and Executive Management. Upon request, respond to any enquiries and submit evidence.

Provide Finance Support and Assistance

- Assist Service Management in preparing draft budgets for review by Head of Finance, Operations Management, and the Leadership & Executive teams.
- Meet budget holders to discuss the financial performance of their service offering advice and guidance on how to interpret management accounts and other reports and how income and cost targets can be met.
- Assist in the preparation of tender and other funding applications by drafting budgets and other required financial information.
- Take an active role in any training on financial management for non-financial staff in the organisation including preparing and presenting sessions to Team Leaders, Managers and Administration staff.

Prepare statutory and other financial returns.

- Prepare statutory returns for the organisation (e.g. VAT, Gift Aid, National Statistics etc.) using existing financial records. Collate evidence and complete any Annual and Supplementary Return forms provided by the requesting body.
- Provide appropriate financial information to service management as requested by the various service funders. This activity includes but is not limited to:
 - Analysing service expenditure and allocating to the appropriate project element.
 - Supporting service management in any meetings where finance is discussed.

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Assist in the preparation of the annual published accounts.

On an annual basis, assist in preparing draft accounts of the organisation in line with regulations and in accordance with the applicable Statement of Recommended Practice (SORP). Typical activities under remit would include:

- Analysing data and producing supporting notes and analyses as required. Submit to the Head of Finance and Director of Finance & Resources for review and approval prior to being included in the final published report.
- Liaising with the organisation's auditors during the annual audit.

Fixed Assets

- Maintain the organisations Fixed Asset Register ensuring assets are recorded under the appropriate category and the correct depreciation rate is applied.
- Ensure all additions, disposals and movements are recorded in the register.
- Calculate monthly depreciation charges and post to the nominal ledger.
- Reconcile each month the Fixed Asset Register to the Nominal Ledger investigating and correcting any differences.
- Produce the required Fixed Asset schedules for the statutory accounts.

Development and Management of Systems

- Keep abreast of changes in legislation and discuss with Head of Finance, and where necessary, system developers, the implications of these changes on the organisation's financial systems.
- Provide a link between developers/providers and the organisation's users to ensure the systems meet the needs of the organisation and the maximum benefit is obtained. This includes interpreting and communicating user needs to the developers and functionality to the users, the provision of a help desk service and organising and delivering workshops.

Provide cover in absence of the Head of Finance

- In the absence of the Head of Finance, attend to various meetings, run and process reports and be the focal point of information concerning any activity within the Finance Department. Escalate any unusual / exceptional circumstances or any anomaly to the Director of Finance & Resources.

Applicable for all roles:

- To undertake any other duties related to the responsibilities of the post and which may be delegated by Capability Scotland management.