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| **Role title:** | Financial Controls Business Partner | **Responsible to:** | Head of Group Financial Reporting & Control |
| **Division:** | Finance, Strategic Planning and Corporate Services | **Department:** | Finance |
| **Direct Reports and Level:** | N/A | **Scope:** | MPS Group |
| **Scale:** | N/A People  N/A Budget  N/A Income |
| **Regulated Function(s) Held:** | No |
| **Evaluation Level** | Implement 1 | **Role Family** | Group Corporate Functions |

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| **Overall Role Purpose** |
| The purpose of this role is to provide specialist knowledge, skills and interventions to both influence and support compliance with the requirements of the Financial Control Framework (FCF), across relevant business areas, ensuring a robust framework that can be relied upon by a senior stakeholder base.  This role will support the implementation and review of key financial controls across the MPS Group. |

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| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| **Operational**   * Reinforce a culture of financial control across the business, through training and monitoring of compliance against the Financial Control Framework (FCF). * Support the delivery of the Finance strategy, ensuring that finance related activities comply with the necessary regulatory and legal standards, and are in accordance with policy standards and risk frameworks set by Council. * Advise on the streamlining of processes and support in the documentation of controls within such processes. * Support the development of control testing and report on the efficacy of controls across the Group. * Support in the delivery of assigned MPS projects and roll out other projects/initiatives within Finance ensuring delivery to time, cost and quality and which can demonstrate a return on investment. | * Financial sustainability vs Plan * Financial performance vs Plan * Corporate Strategic priorities vs Plan * Delivery of divisional plan vs Plan * Delivery of projects to Plan |
| **Financial**   * Ensure that core financial processes and key controls operate effectively, supporting the accuracy and completeness of financial reporting information. * Ensure that all spend is managed within organisation policy, reporting variances to Budget to the Finance Leadership Team. * Support the production of metrics from organisational data sources to inform business decisions and actions which result in a measurable improvement in business performance and trends. | * Operational budget vs Plan |
| **Member**   * Monitor and provide robust challenge of emerging finance risks and issues arising from business activities which fail to deliver appropriate and consistent outcomes for members or are likely to have a material adverse effect on the Group, its operations, or its financial security. * Contribute to continuous improvement projects aimed to drive operational efficiency and great member experiences and outcomes. | * Policy compliance audit results * Net Promoter Score |
| **People**   * Provide strong leadership to ensure the competence, performance and engagement of all colleagues across Group Finance have clarity on their accountabilities and comply with all governance, policy standards and processes. * Coach and mentor colleagues and support learning interventions as part of the Academy to maximise the potential of all colleagues and the quality of our service to members. | * Delivery of Personal Development Plan to Plan * One-to-one / performance review meetings * Compliance with training and competence schemes |
| **Risk**   * Comply with applicable professional ethical guidance and all relevant internal policy and procedures, including those relating to health and safety, data protection, IT security and all those contained within the MPS policies and procedures. * Adhere to the business rules relevant to the role, which are subject to change from time-to-time. * Create an environment where all colleagues in Finance recognise the importance of risk identification and risk management. * Identify and report risks and issues identified within Finance, and across MPS, to enable resolution and mitigation of the potential impact on MPS, members, customers and colleagues. | * Risk & control self-assessments * Delivery of audit actions * Financial risk * Reputational risk |

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| **Responsibilities (RACI)** |
| * Ensure overall process documentation is complete and accurate in accordance with the FCF. * Partner with Process and Control Owners to support the development and maintenance of effective financial control processes and procedures to mitigate material financial reporting risk and fraud. * Provide advice and guidance on the development of new processes and controls to mitigate risks. * Ensure effective and sustainable remediation of process and control deficiencies to ensure material risks are mitigated, including any required actions and compensatory behaviours. * Undertake risk refreshes and process deep dives to ensure that the FCF is maintained effectively and compliantly. * Ensure that the FCF is proportionate and efficiently/effectively maintained. * Review key management information to truly understand the financial control and operational risks that can impact upon process efficacy – e.g. incidents, other sources of assurance, projects/change etc. * As the Finance landscape continually changes, keep abreast of evolving legislation and best practice; recommend opportunities for MPS to become more efficient and effective in Finance practices. * Create and document relevant policies to support the implementation of the FCF application across the Group and monitor compliance with such policies. * Undertake other duties and tasks that from time–to-time may be allocated to the role which are appropriate to the level or role. |

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| **Key Governance Responsibilities** |
| * Reporting to Finance Management Oversight Committee on design and operational effectiveness of financial controls across the Group on a regular basis. |

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| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking | Leading others |
| Building Capability in Self and Others | Leading others |
| Influencing Others | Leading others |
| Collaborating for Results | Leading others |
| Leading Self and Others | Leading others |
| Commercial and Risk Thinking | Leading others |
| Delivering Commitments | Leading others |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * Finance qualification (CIMA / ACCA / ACA) * Relevant post qualification experience. | * Innovative and flexible self-starter with robust Financial Control experience * Excellent attention to detail * Effective and confident stakeholder engagement * Good understanding of financial processes * Ability to provide technical controls guidance to Process and Control Owners * Excellent written communication and strong inter-personal skills to be able to challenge and report on findings * Strong I.T. skills, including an excellent working knowledge of Word, Excel, Outlook and PowerPoint. | * Proven experience of understanding financial reporting, internal controls, accounting standards and other accounting principles * Involvement in systems and/or process improvement |
| **Desirable** | * Operating within a service industry. | * Internal/external audit experience. | * Experience of medical defence organisations, clinical negligence claims or civil legal processes. |