

# FINANCE BUSINESS PARTNER

## JOB DESCRIPTION



<b>SALARY</b>	£50,000 - £55,000
<b>LOCATION</b>	Leeds or London
<b>WORKING PATTERN</b>	Full time (37.5 hours per week), Hybrid
<b>DEPARTMENT</b>	Finance, Strategic Planning & Corporate Services

## PURPOSE

As a member of the Finance Leadership team, the Finance Business Partner will work closely with MPS Divisions creating a real and active partnership with senior leaders, supporting and advising their strategic and operational decision-making through insights that drive better business performance.

## ACCOUNTABILITIES & RESPONSIBILITIES

### Operational

- Provide leadership and challenge to the relevant Executive Director and senior leadership team to deliver value creating commercial insights and advisory support and drive performance in line with the overall corporate strategy and objectives.
- Contribute to the development and delivery of the Finance strategy to plan, cost and quality
- Lead on divisional finance processes (budgetary planning cycle and quarterly forecasting rounds) within the MPS Divisions engaging with business leaders to ensure understanding and completion in line with governance timeframes
- Lead on assigned Finance projects affecting MPS wide and roll out other projects/initiatives within Finance ensuring delivery of projects to time, cost and quality and that can demonstrate a return on investment

### Financial

- Lead the budgetary planning cycle and quarterly forecasting rounds advising on key business planning assumptions, trade-offs and opportunities for their partner areas to ensure sound financial management within MPS Lead the setting and delivery of operational budgets for their partner areas ensuring an efficient and effective operating model which minimises cost and maximises financial sustainability without compromising the member experience.
- Ensure that all spend is managed within organisation policy reporting on variance to budget to the Finance leadership team
- Work with the centralised BI/MI team to define and produce tools, techniques, operational metrics and insight which gathers from metrics and organisational data sources to inform business decisions and actions which results in a measurable improvement in business performance.

### Member

- Provide appropriate focus on delivering the needs of the membership whilst ensuring financial performance is maintained and excellent levels of customer care and engagement are preserved.
- 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 operation or financial security

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### People

- Coach and mentor colleagues and Assist with the development of colleagues within Finance Division to maximise the potential of all colleagues and the quality of our service to members.
- Take personal accountability for own training, competence, performance and engagement of self and colleagues ensuring clarity on own accountabilities and comply with all governance, policy standards and processes.
- Provide strong leadership to ensure the training, competence, performance and engagement of all employees in Finance ensuring all have clarity on their accountabilities and comply with all governance, policy standards and processes

### Risk

- Create an environment where all colleagues recognise the importance of risk identification and management.
- Ensure appropriate business processes and controls are in operation within their respective partner areas to manage the team within risk appetite; comply with policies and regulatory requirements (as applicable).
- Support the design and implementation of an effective Finance policy and procedures which supports effective risk management across the business, ensuring that all Finance policies and practices are fair and transparent and in line with the values of the organisation

### Other

- Leading, managing and participating in Steering Committees, Project meetings and Divisional leadership meetings; providing direction, conflict resolution, standards of financial management, best practice, and championing value consultancy across MPS; based on rigorous financial analysis.
- Establish, lead and enhance finance business partnering capability to the respective Executive Director of their partner areas that uses the provision of clear insight to drive value for MPS.
- Lead virtual teams across the business that will be responsible for enabling and delivering people, process, reporting and data changes.
- Monitoring adherence to Finance policy and procedures; reporting this to relevant managers across the business and liaising to resolve breaches.
- 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
- Maintain understanding of Finance best practice in order to promote high performance, coach and develop other members of the Finance department and demonstrate values and behaviours in accordance with company standards.

## PERSON SPECIFICATION

### Knowledge & Qualifications

- Educated to degree standard and/or hold relevant professional qualifications
- Systems thinking knowledge/ experience
- ACCA/CIMA/ACA or Equivalent
- IT literate and can use MS Office (Word, Excel, PowerPoint)

### Skills

- Skilled facilitator with proven stakeholder management skills at all levels; effective influencing, persuasion and negotiation skills
- Innovative, flexible self-starter with excellent analytical skills
- Extensive skills operating and utilising Finance systems, process, compliance, regulation, with current technical accounting knowledge
- Managing senior stakeholders - can anticipate points of challenge and explain/advocate the benefits of change
- Ability to translate and logically communicate insights and suggestions with a positive, collaborative and engaging approach

### Experience

- Proven experience of delivering large scale commercial change projects
- Experience of creating and working with KPI's, data, and corporate balanced scorecards to aid decision making
- Experience and knowledge of IT systems
- Strong financial background with a proven track record Senior finance business partnering experience
- Experience of medical defence organisations, clinical negligence claims or civil legal processes (\*)
- Experience of risk based businesses, e.g. insurance (\*)
- Knowledge of MPS, its business and the detailed operation of other departments, especially membership and claims (\*)
- Knowledge of MPS data structures, especially financial data and the corporate balanced scorecard data structures (\*)
- Agile Methodologies (\*)

All points marked with (\*) are desirable and are not essential to the position.

We welcome applicants from all backgrounds, and we encourage you to apply even if you feel you do not match 100% of the technical requirements. Medical Protection Society prides itself in being a collaborative, forward-thinking and inclusive employer where everyone can be themselves and embrace each other's unique individuality, background or heritage.

This job description is for external use only and is a snapshot of the full role profile (version 2.0) in which colleagues full accountabilities are detailed. This document is subject to change to continue to meet the needs of Medical Protection Society.