

Role: Assistant Finance Business Partner	Region / Department: Finance & Corporate Services / Finance Department
Reports to: Lead Senior Finance Business Partner	Pay Band: Grade 4 Lower, £31,925 - £35,134 pro-rata, per annum
Location: Appropriate Hub & Remote	Type of Contract: Permanent, Full Time
COST CENTRE (e.g.:3CUZ): 2101 <i>Please note this must be provided in order for the People Team to correctly allocate this role to the relevant cost centre. This is not done via the new start form, but this job description.</i>	ACTIVITY CODE (e.g.: VSZ): FFZ <i>Please note this This is to allow the system (COREHR) to allocate the salary to the correct centre.</i>

JOB PURPOSE

As a key member of the Financial Planning and Analysis (“FP&A”) team the job holder would develop business partnering skill whilst providing financial and business support to a national or regional operations team under the mentorship of the Lead Senior Finance Business Partner. This job holder would support the delivery of FP&A objectives such as preparing the project information for budget and forecast submissions, providing analysis and interpretation of financial results and support the data management of key Trust revenue streams. This job holder will also provide effective and efficient management and reporting within the finance system of the income and expenditure flowing through the various Trust funds and the income and expenditure charged against Project codes. Strong management of this source information in these two financial areas underpins the financial stability objective of the Trust and ensures that minimum unrestricted reserve levels are maintained and that projects are managed within agreed budgets and fund utilisation targets

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Complete monthly analytical reviews and recommendations of income and expenditure movements on Trust’s restricted and designated funds ensuring alignment with budgets, project plans and financial targets.
- Produce timely, accurate and insightful reporting, analysis, and targeted interpretation of monthly results to the business area management teams. Highlight key performance variances and work with the business areas to agree corrective action and identify any risks or opportunities to the latest forecast.
- Develop and maintain the “Funds Purpose” model so that available balances on restricted and designated funds are accurately maintained, fund movements from donations and legacy control accounts promptly processed and accurate funds information is made available to appropriate managers within the Trust. An enhanced Funds Purpose model will allow for improved strategic analysis and reporting of fund balances and fund commitments and ensure that the Trust’s regulatory requirements are met.
- Managing of activities for project opening, variation and then closure within the finance systems so that timely and accurate project information is available for appropriate managers within the Trust and that this is accurately reported to the Executive Committee and Project Oversight Committee as appropriate.

- Responsible for the analyzing and coordinating Project information to include with annual budgeting process liaising with Business Managers and Departmental heads as appropriate.
- The role will also support the on-going development of finance systems and processes in delivering improvements and in meeting the future needs of the Trust.
- Coordinate allocation of grant monies on receipt to the correct funds and projects. Support and review with grant claims paperwork.
- Collaborate with Fundraising team and ensure that Donations and Legacies are appropriately accounted and allocated appropriately to the correct funds and projects. Maintain an accurate Legacy position.
- Collaborate with Budget Managers in the creation, monitoring and controlling of their operational budgets and quarterly forecasts. Analyzing variances and liaising with budget holders on potential problem areas, subsequently making recommendations and advising on the impact to the Trust.
- Actively participating in their internal customers' monthly team meetings, providing financial updates and reports, and influencing decision-making on key financial and non-financial matters.
- Creating a continuous improvement culture, developing and implementing streamlined and user-friendly processes, procedures, and reports to support the financial activities within their internal customer teams, provide training to employees to embed these processes and embed reviews to ensure that these continue to be fit for purpose.

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

Qualifications

Essential

- HND, HNC or degree level qualification.

Desirable

- Part qualified or willingness to work towards a relevant professional accounting qualification (CIMA, ACCA, AAT)

Experience

Essential

- Experience of working in an dynamic accounting environment.
- Knowledge of budget preparation and management.
- Knowledge of Microsoft Office products and financial systems.
- Excellent organisational and time management skills with ability to prioritise and deliver to deadlines.
- Strong analytical and problem-solving skills with the ability to contribute strategically and operationally.
- Able to collaborate effectively with members of the team and build cross-organisation relationships.
- Must be a team player, with a willingness to seek advice and guidance with a consultative approach to problem solving.

Desirable

- Experience of charities accounting.
- Experience with Dynamics F&O system.
- Experience in processing grant claims.

DIMENSIONS AND SCOPE OF JOB

Scale

- The role will look across the Trust on fund and project financial management and reporting.
- The role will provide in depth support to appropriate regional and directorate teams.
- The Trust's project budgets range from £10m to £18m per annum and number between 80 and 120 new projects each financial year.
- The Trust has over 250 individual funds (restricted, designated and endowments).

People Management

- The role does not have line management responsibility.
- The role requires building strong positive relationships with the Regional Managers and their teams and with senior members of Fundraising team it is imperative that the role holder is confident in dealing with colleagues at all levels within the Trust.
- The role works closely with colleagues in the Financial Control and Ledgers teams to ensure accuracy of the funds and projects financial information.

Finance Management

- Whilst the post holder is not a budget holder they will work closely with the Finance Managers in monitoring the departmental and regional financial performance and in agreeing remedial action to address slippage.

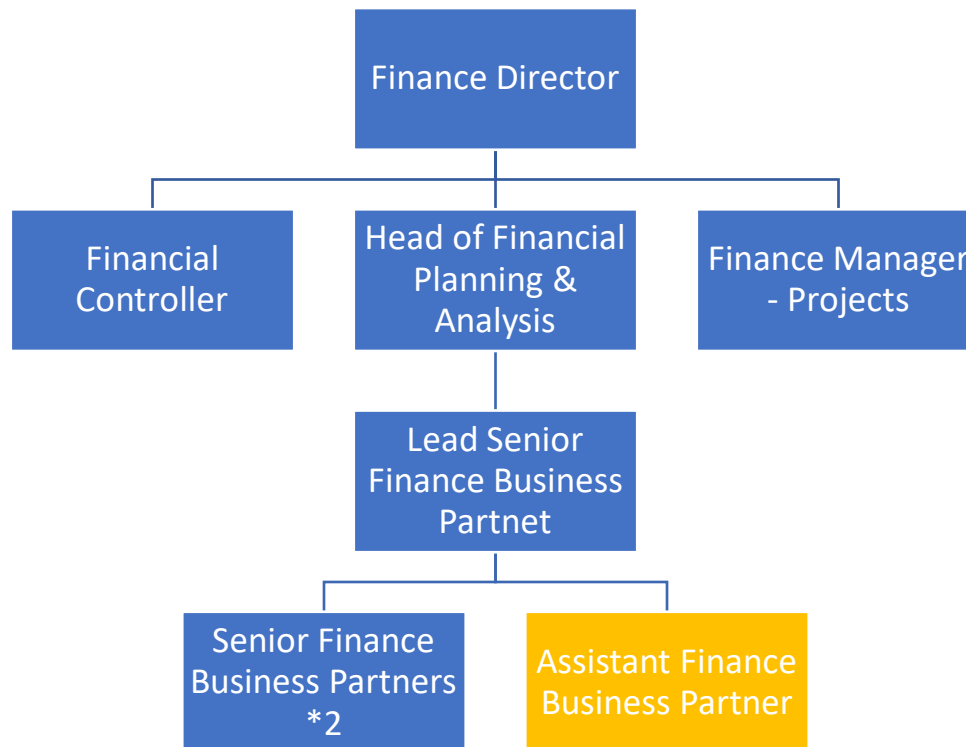
Tools / equipment / systems

- Microsoft Office products
- Microsoft Dynamics F&O ERP system
- Microsoft CRM system

Example key performance indicators and targets

- Production of monthly management reporting & analysis around funds and projects including commentary in accordance with the Trust's defined timeframe for timely incorporation in ExCo and Board reporting.
- Budget and forecast process and reporting delivered on time and to required standard, pressures and opportunities identified promptly.
- Participation on key cross-departmental teams and projects and early involvement in decision making processes.
- Regular monthly attendance at management team meetings to provide financial update.

Place in organisational structure



The Purpose, Context, Key Responsibilities, and Person Specification reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

Applications

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via workforus@nts.org.uk, by Sunday 4th May 2025.

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example "Gardener - Culzean"