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Role Description – Finance Business Manager

Role title	Finance Business Manager	Grade	3	Department	Finance
Reports to	Head of Finance			Direct reports	1
Key relationships / interfaces	Internal:	Deputy CEO, director of corporate services, leadership team, head of finance, finance business partner, budget owners and headquarters staff, APM volunteers			
	External:	External suppliers and consultants			
Role purpose	To support the organisation: lead finance business partnering ensuring active engagement between APM's operational and support departments and finance – be a trusted advisor; strategy support; business planning, budgeting and forecasting oversight; business case preparation including financial modelling of new and existing products; costing/pricing decision support; oversee finance representation for organisational and departmental projects including IT systems;				
Breadth of responsibility	All activities relating to finance business partnering, financial planning, budgeting, forecasting, reporting, modelling, analysis and decision support.				
Dimensions and limits of authority	Has an impact on business performance short, medium and long term.				
APM values	<p>The role holder will be expected to operate in line with our company values of:</p> <ul style="list-style-type: none"> ▪ Progressive ▪ Warm ▪ Excellent ▪ Thoughtful 				

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Key responsibilities / accountabilities	Key performance measures
<p><u>Business partnering</u></p> <ul style="list-style-type: none"> ▪ Develop a culture of finance business partnering across APM ▪ Provide responsive support and analysis ▪ Gain business alignment to successfully identify and understand business strategy (including providing insight); help to drive initiatives that deliver the strategy ▪ Encourage the use of self-service reporting to increase the ability of the finance function to deliver added-value analysis and interpretation ▪ Identify business process improvement opportunities ▪ Support the finance team in ensuring compliance with financial regulations, policies and procedures and protecting the assets of APM 	<ul style="list-style-type: none"> ▪ Develop the finance business partnership function to be a trusted partner ▪ Finance fully represented on projects ▪ Financial impact included in business proposals ▪ Higher proportion of Finance team time on added-value activities over transaction processing
<p><u>Business planning and budgeting</u></p> <ul style="list-style-type: none"> ▪ Oversee the business planning and budgeting cycle ▪ Draft the initial supporting commentary ▪ Identify and implement improvements in the process ▪ Support the director of corporate services in linking corporate strategy to the business plans 	<ul style="list-style-type: none"> ▪ Business plan and budget approved by leadership team and board ▪ Business plan completed on time and aligned to APM strategy ▪ Accurate budget consistent with business plan ▪ Reduction in AvB variances
<p><u>Forecasting</u></p> <ul style="list-style-type: none"> ▪ Oversee the production and reporting of accurate quarterly forecasts 	<ul style="list-style-type: none"> ▪ On time delivery of forecast reports consistent with expected business performance ▪ Reduced deviations in actual v forecast reporting
<p><u>Financial leadership</u></p> <ul style="list-style-type: none"> ▪ Deputise for the Head of Finance ▪ Challenge assumptions and explanations to ensure these are evidence-based ▪ Provide expertise to other members of the finance team 	<ul style="list-style-type: none"> ▪ Meetings attended as required ▪ Be seen as the subject matter expert
<p><u>Cost control</u></p> <ul style="list-style-type: none"> ▪ Support the business to ensure costs are controlled by ensuring that financial controls are in place and escalating concerns as appropriate (joint responsibility with business) 	<ul style="list-style-type: none"> ▪ Costs are appreciated and controlled

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Key responsibilities / accountabilities	Key performance measures
<p><u>Business cases</u></p> <ul style="list-style-type: none"> ▪ Ensure all business cases are assessed for financial viability/alignment with corporate objectives ▪ Support for projects and initiatives throughout the project life cycle 	<ul style="list-style-type: none"> ▪ Appropriate use of APM resources ▪ Costs are appreciated and controlled
<p><u>Cost modelling and price list maintenance</u></p> <ul style="list-style-type: none"> ▪ Manage appropriate costing models for all APM products and departmental profit/cost centres ▪ Ensure maintenance of a comprehensive price list, approved by the executive/commercial leadership ▪ Liaison with business areas affected by pricing to ensure timely update of necessary systems and documentation ▪ Up-to-date awareness of business processes to inform costing/pricing decisions/recommendations ▪ In conjunction with the events team, determine appropriate pricing for events 	<ul style="list-style-type: none"> ▪ Prices are commercially acceptable (or appropriate e.g. Charter) and products financially successful ▪ Contribution of all APM products and departments understood and reported against; costs are recovered - products do not run at a loss (unless agreed otherwise i.e. are not for commercial gain) ▪ Price list for all products is up-to-date and communicated
<p><u>Business process improvement</u></p> <ul style="list-style-type: none"> ▪ Contribute to improving finance (and other) processes ▪ Identify and implement (systems) solutions to improve efficiency and effectiveness of finance activities 	<ul style="list-style-type: none"> ▪ Business processes are continuously improved
<p><u>Board papers</u></p> <ul style="list-style-type: none"> ▪ Draft CFO papers for business planning and budget (annual), membership pricing (annual), forecasts (quarterly), business performance (bi-monthly in conjunction with the Finance Manager) and others as required 	<ul style="list-style-type: none"> ▪ Papers drafted, reviewed and submitted to deadline
<p><u>IT systems</u></p> <ul style="list-style-type: none"> ▪ Support of legacy and new financial/IT systems ▪ Encourage higher levels of self-service from business partners and establish “one version of the truth” <p><u>Ad hoc IT projects</u></p> <ul style="list-style-type: none"> o participation with project team o finance lead/support for specification/ implementation 	<ul style="list-style-type: none"> ▪ Finance IT systems used are fit for purpose, maintained and working effectively and efficiently ▪ Improvements in reporting and user engagement
<p><u>Enterprise risk management</u></p> <ul style="list-style-type: none"> ▪ Support the head of finance in identifying operational and corporate risks 	<ul style="list-style-type: none"> ▪ Operational and corporate risks are recorded and addressed

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Person specification – finance business manager

Attribute	Description	Essential / desirable
Qualifications	<ul style="list-style-type: none"> ▪ Qualified ACCA/CIMA/ACA ▪ Educated to degree level or equivalent 	<ul style="list-style-type: none"> ▪ Essential ▪ Desirable
Experience	<ul style="list-style-type: none"> ▪ Substantial practical experience of reporting up to board or executive management level ▪ Experience of working with senior staff to prepare plans including leading workshops ▪ Used to working to tight deadlines ▪ Experience in providing accurate and timely information to a very high standard ▪ High level of financial modelling ▪ Experience of business planning, budgeting and forecasting ▪ Experience of finding solutions to complex financial challenges using Excel and other tools ▪ Ability to highlight trends and detect financial inconsistencies when analysing and summarising detailed financial and non- financial information 	<ul style="list-style-type: none"> ▪ Essential ▪ Essential ▪ Essential ▪ Essential ▪ Essential ▪ Essential ▪ Desirable ▪ Essential
Knowledge	<ul style="list-style-type: none"> ▪ Significant knowledge of business plans and models ▪ Good working knowledge of computerised accounting systems ▪ Good knowledge of budgeting and forecasting techniques ▪ Understanding of all major accounting principles ▪ Good knowledge of database management ▪ Experience and understanding of charity accounts and the Charity SORP ▪ Understanding and experience with major strategic business models ▪ Understanding and application of financial strategic tools such as discounted cashflow, breakeven analysis etc 	<ul style="list-style-type: none"> ▪ Essential ▪ Essential ▪ Essential ▪ Essential ▪ Desirable ▪ Desirable ▪ Essential ▪ Essential

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Attribute	Description	Essential / desirable
<p>Skills</p>	<ul style="list-style-type: none"> ▪ Confident and effective communication skills including the ability to understand different audiences and disseminate complex information in an easy to comprehend format ▪ Highly developed numeracy skills and data interpretation ▪ Leadership skills ▪ Stakeholder management skills including Influencing, coaching and negotiating; confident in challenging senior managers ▪ Problem solving ▪ Strong attention to detail ▪ High level of presentational skills ▪ Ability to communicate clearly and concisely in writing to board and executive management level ▪ Proven ability to build and maintain productive and cooperative working relationships with the Executive team and budget owners in a changing environment ▪ Proactive and positive team working attitude ▪ Excellent organisational and planning capability ▪ Commercial awareness ▪ Able to work effectively to deadlines ▪ Good PC skills including Word, PowerPoint and outlook ▪ Excel to advanced level (Pivots, SUMIF, VLOOKUP, COUNTIF etc.) ▪ Able to learn quickly through a variety of training styles ▪ Comfortable with ambiguity 	<ul style="list-style-type: none"> ▪ All Essential

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Attribute	Description	Essential / desirable
<p>Behaviour / competency</p>	<ul style="list-style-type: none"> ▪ Adaptable ▪ Proactive ▪ Self-developer ▪ Flexibility ▪ Analytical thinking ▪ Strategic thinking ▪ Confidentiality ▪ Interpersonal/relationship building skills ▪ Working with minimal supervision ▪ Resilience ▪ Results orientation ▪ Technical and professional expertise ▪ Professional attitude ▪ Approachable ▪ Commitment to the values of APM 	<ul style="list-style-type: none"> ▪ All Essential