

## Job Description

Job Title	<b>Business Finance Partner</b>
Reporting to	Director of Financial Performance and Planning
Purpose	Ensure timely and accurate production of monthly and annual management and statutory information and to assist directors / senior managers in managing, and maximising, their budgets.

Key Responsibilities	Specific Tasks	Business Objective
Management Accounts	<p>Produce monthly management accounts, including:</p> <ul style="list-style-type: none"> <li>• Full balance sheet account reconciliations</li> <li>• Liaise with the Senior Team to accurately reflect income and costs for the month; ensure suitable processes are in place to enable accurate production of management accounts; suggest improvements where required; and/or follow up where processes are not being followed</li> <li>• Assist senior management in producing forecast results</li> <li>• Produce monthly pack including supporting commentary on results</li> <li>• Report to Senior Team on results</li> <li>• Review debtors and agree debt provisions where applicable with business team</li> <li>• Assist in the development of balanced scorecards and the continual improvement of Management Information production</li> <li>• Reconciliation between finance system and relevant businesses systems on a monthly basis</li> </ul>	Ensure timely and accurate production of management information to enable the Senior Team to make informed decisions
Financial Modelling	<ul style="list-style-type: none"> <li>• Assist Senior Team in preparing and updating financial models where applicable.</li> </ul>	To assess viability of new products / assess future forecasts and cashflow requirements / scenario analysis
Budget	<ul style="list-style-type: none"> <li>• Assist Senior Team to produce the annual budget for the relevant business areas.</li> </ul>	To provide guidance regarding the direction of company.
Annual audit	<ul style="list-style-type: none"> <li>• Produce statutory accounts</li> <li>• Produce detailed year end audit files with detailed analytical review</li> <li>• Liaise with auditors and respond to requests</li> <li>• Provision of tax information as required</li> </ul>	To ensure timely and accurate production of financial statements in guidance with current accountancy rules and regulations.

Other	<ul style="list-style-type: none"><li>• Support the finance team, including providing cover for other team members as and when required</li><li>• Assist with FCA compliance and regulatory reporting where applicable</li><li>• Assist in integration of new acquisitions into the Group finance platform and team</li><li>• Work with colleagues to achieve team objectives</li><li>• Attend meetings with clients, funders and / or other Newable staff as may be required</li><li>• Attend work at any Newable office as requested by the Director of Financial Performance and Planning</li><li>• Act at all times in accordance with the culture and values of the wider Newable Group.</li></ul>	Assist Finance and supported business areas to achieve overall business objectives.
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