

## Candidate Information

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### Finance Business Partner

**Salary:** Grade J

**Hours:** 37.5 hours per week

This job is proposed to be full-time but we are happy to discuss working hours and patterns to suit individual circumstances. Job share options may be considered.

**Contract:** Permanent

**Disclosure:** PVG Scheme is not required for this position

**Base:** Sustrans office within the UK (full list available on our website) with the flexibility to work from home.

**Travel:** A key part of being the Charity that makes it easier to walk and cycle is that most colleagues cycle, walk, wheel or use public transport for the majority of their work journeys. We support this with access to a Sustrans pool bicycle and National Standards Cycling Training.

## Job Description - About the Role

### Overview

To provide a comprehensive professional accountancy and general financial advisory service to leaders, managers and colleagues providing 'real time' financial support and analysis, being a trusted adviser and contributing to and providing information which enables effective decision making and informing the development of strategic and operational plans. To develop effective working relationships, support, influence and challenge management teams on financial matters, ensuring finance and the way money is thought about is aligned with Sustrans strategic plan.

**Where this role sits in the structure** The post holder reports to the Financial Controller who is based in Bristol.  
Working closely with Finance, Programme Heads, Managers and other post-holders providing a range of services.

## Key Responsibilities

1. To partner colleagues within a specific area of the charity, developing effective working relationships, supporting, influencing and challenging the management team on financial matters in order to deliver the best outcome for the charity.
2. To present financial reports to directors and managers, to engage with the monthly finance team accounts reviews, Quarterly Finance Meetings and relevant Portfolio Management Boards, ensuring there is an ongoing dialogue on financial performance and that risks and issues are escalated appropriately.
3. To collate, analyse and summarise live and accurate financial information to enable clear monitoring, forecasting and reporting, including under / over-allocation of funding, project cost and cash flow statements, and escalating financial issues and risks to the Financial Controller where necessary.
4. To work in partnership with budget holders at all levels to deliver effective financial planning through the development of relevant elements of the charity's business plan and budget, ensuring that local priorities support the delivery of the Charity's overall financial and strategic priorities.
5. To liaise with local funders and partners to ensure that they provide regular, timely financial information, invoicing and updated forecasts.
6. As an integral part of the Sustrans finance team, and following the Charity's processes, to produce monthly directorate management accounts, including forecasts and financial risk evaluations, reporting on deviations from budget and recommending corrective actions and mitigation measures.
7. To support the development of systems and processes which constantly and closely monitor grant allocation, expenditure and funding streams and to provide financial data locally and to the finance team which contributes to the development of operational plans and financial strategy.
8. To ensure that robust financial controls operate throughout all finance processes across the Charity, escalating issues appropriately and reporting any breaches of the Charity's governance requirements to the Financial Controller.
9. To actively contribute to the continual improvement of the performance of the finance team, financial policy and procedures and to charity-wide financial performance and practice.
10. To liaise between local teams and the Finance and IT teams to ensure that local systems developments are robust, compliant and fit for purpose, and where possible, standardised across all regions and geographies of Sustrans.
11. To ensure through training, support and encouragement that colleagues make effective use of the Charity's financial and time management systems (FocalPoint).
12. To develop and deliver financial training to budget holders and to work continually to develop budget holders' financial management skills.
13. To provide the external auditors with any documentation or evidence required for Sustrans' year-end audit.
14. To perform any other duties consistent with the nature and grade of the role as agreed with the line manager.

*We don't expect anyone to be an expert in all these areas and as long as you meet the person specification we can train you in any gaps.*

## **Person Specification**

The following criteria sets out the method by which the skills, knowledge and experience will be assessed against. Our website has a useful guide about how to make a great job application.

	<b>Application Form</b>	<b>Interview</b>
<b>Specific experience required</b>		
Proven track record in supporting, guiding and advising senior teams	✓	✓
Experience of the preparation of budgets and management accounts	✓	✓
Experience of interpreting and analysing accounts and other financial information and advising accordingly	✓	✓
Experience of optimising the use of finance software	✓	✓
Line management experience	✓	✓
Experience of working independently	✓	✓
Experience of building effective working relationships and providing proactive advice	✓	✓
Experience of the preparation and presentation of accounts and other financial information for audit and external scrutiny	✓	✓
<b>Skills and Abilities</b>		
Ability to work proactively and with a high level of autonomy	✓	✓
Excellent communication and interpersonal skills	✓	✓
Excellent working knowledge of Microsoft Office, including Excel	✓	✓
Excellent analytical skills with attention to detail and commitment to continuous improvement	✓	✓
Ability to manage time and prioritise a varied workload	✓	✓
<b>Specific qualifications / training required</b>		
Educated to degree level or equivalent	✓	
Qualified accountant - ICAEW, CIMA, CIPFA, ACCA.	✓	
<b>Specific knowledge required</b>		
Finance software, such as Access Dimensions, Sage or other similar packages	✓	

This document does not form part of the contract of employment but does outline our expectations.

If we need to amend this document in the future we will consult with the post holder before doing so.

## Everyone at Sustrans

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### Our values guide us in everything we do:

- Including everyone
  - Having the courage to question
  - Acting local, thinking big
  - Getting things done, together
  - Always learning.
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- Sustrans has clear health and safety policies and it is essential that all our colleagues follow these. Very often our teams come into contact with young people through schools work or community engagement so it is everyone's responsibility at Sustrans to comply with our Safeguarding policies.
  - One of our key strategic goals is to be a charity "for everyone", building a more diverse and inclusive Sustrans. We recognise there is much more we can do to bring together diverse life experiences and voices to enable us to more fully understand, access and represent the communities we work in. Everyone at Sustrans should support this goal and follow our Equality, Diversity and Inclusion policies and procedures.
  - Sustrans asks that all our employees develop their skills, knowledge and experience through training and personal development activities. Sustrans will support you with clear objectives and a supportive management culture - our teams tell us that one of the great things about working for Sustrans is the learning and knowledge sharing opportunities.
  - It is very important that our colleagues are happy and able to work with IT systems - we use Microsoft programmes and other databases every day (we will train you on our bespoke systems).
  - It is also important that everyone at Sustrans supports and follows with the charity's guidance on branding/key messages and contributes towards raising Sustrans' profile.
  - Everyone at Sustrans is required to work their contracted hours and record their time – if extra hours are worked then we can take time off in lieu.
  - We ask that everyone in Sustrans helps us to develop new opportunities for funded work and builds excellent relationships with our delivery partners and stakeholders.
  - Two of our values are *we get things done, together* and *we're always learning*. Managers often require their teams to get involved in activities that are outside of their job descriptions as we feel this is one of the ways you can learn on the job, develop new skills, make new contacts and progress your career with Sustrans.