**Job Profile**

**Job Title: Business Partner (Property Services)**

**Location: Trafford House**

**Hours: 35**

**Salary: £42, 469 - £45,465**

**Responsible to: Senior Business Partner**

**Supervisory**

**responsibility: Business Analysts**

**Purpose of the Post**

Work in partnership with Property Services Management Team to deliver a financially resilient, productive, efficient customer focussed service.

* provide guidance and support to Property Services Budget Managers to enable effective financial management
* provide high quality, timely financial management information and ensure that comprehensive financial controls are applied within Property Services
* prepare and present effective financial analysis to allow Property Services to understand its relative financial performance to demonstrate value for money

Ensure that financial controls are implemented and applied throughout the Group in accordance with the Delegatory Framework, and that all reporting deadlines are met.

To deputise for the Senior Business Partner as delegated.

**Key Responsibilities**

**Financial Control**

* Effectively operate processes and controls which minimise fraud.
* Develop and implement relevant policies and procedures for the Business Partnering Team
* To review the Balance Sheet reconciliations for those expense codes identified as being under the control of the Business Partner (Property Services) eg. Accruals, Prepayments, Accrued and Deferred Income.

**Financial Management and Reporting**

* Deliver a high quality service which supports Property Services Budget Holders to develop and effectively manage a robust budget (capital and revenue), attending management team meetings to present financial performance information
* Produce timely, relevant and accurate financial management information (capital and revenue) to Boards, Committees, Executives and Managers to support MSV to deliver its strategic objectives.
* Produce timely and accurate financial information to the Treasury & Regulatory Accountant for regulatory returns and to support effective cash flow forecasting
* Provide financial information in accordance with the Value for Money standard, analysing the Group’s relative performance in Value for Money metrics through benchmarking
* Calculate Key Performance Information in accordance with the Group’s Performance Management Framework
* Monitor and review the staff establishment data on a monthly basis with Heads of Departments for Property Services to maintain control over staff costs
* Identify and drive cost savings initiatives across the Group
* effectively liaise with the Financial Transaction Team to improve systems and processes to improve the quality of accounts adjustments which subsequently minimise the volume/value of said adjustments
* Ensure financial information is provided to the Financial Services Accountant in accordance with accounting policies to produce the notes to the financial statements
* Provide information to the Head of Finance to deliver and continuously improve the Group’s long term financial plans.
* Develop and maintain effective reporting mechanisms and systems
* Provide training and support to Property Services Budget Holders to enable effective financial management

**Additional Funding**

* Provide financial information and guidance to support bids for additional funding.

**Compliance and Risk**

* To support internal audit work
* To maintain relevant areas of the Group Asset & Liability Register
* Keep up to date with changes and best practice in relevant legislation and regulatory issues, recommending and implementing changes in policies and procedures that will improve compliance and service delivery.
* Deliver services within the Group’s Risk Management Framework and ensure that risks are effectively managed.

**Other**

* Develop, grow and maintain effective relationships with key internal and external stakeholders to promote a culture of openness, challenge and financial integrity.
* To provide support to Group auditors when required.
* To follow and support the delivery of the corporate and operational plans.
* Work within and apply the values, policies, procedures and regulatory framework of the Group as per the Corporate Plan.
* Comply with and apply all Health and Safety policies and procedures.
* Support and contribute to the Group’s approach to health and wellbeing.
* Be fully committed to and promote equality and diversity in all activities associated with the Group.
* Apply the principles of data protection and always maintain the confidentiality, integrity and accuracy of the Group’s data.
* Represent the Group in a professional manner at all times.
* Undertake such other duties as may be reasonably required by the Group.

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**Person Specification**

**Business Partner (Property Services)**

**1. Appropriate Professional Qualification**

* Qualified accountant (ACA / ACCA / CIMA / CIPFA) (E)
* Evidence of and commitment to continual professional, leadership and personal development. (E)

**2. Experience and Track Record**

* Proven track record in a complex organisation. (E)
* Experience of working within a regulated sector. (E)
* Experience of working within social housing. (D)
* Experience of effective business partnering (E)
* Experience of providing appropriate financial information. (E)
* Experience of working collaboratively with multi-disciplinary teams. (D)

**3. Knowledge and Skills**

* Ability to lead, motivate and inspire in line with MSV’s values and culture. (E)
* Ability to plan, prioritise and organise effectively to meet changing needs.(E)
* Effective financial management, planning and budgetary control skills. (E)
* Sound understanding of financial controls, policies and procedures.(E)
* Knowledge of housing association finance and regulations. (E)
* Excellent IT skills including advanced use of Excel, knowledge and use of finance and feeder systems, relevant processes, dependencies and interfaces.(E)
* Ability to analyse complex data to produce reports and deliver information to a range of audiences.(E)
* Excellent interpersonal and presentation skills (verbal and written) to enable effective communication in a variety of settings. (E)

**4. Personal Characteristics**

* Strong commitment to the values and aims of the organisation.(E)
* Authentic, resilient, encourages innovations and has a positive outlook. (E)
* Professional approach to the role and commitment to achieving high standards. (E)

Key: E: Essential D:Desirable