Finance Business Partner – Service Charges

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What's it all about

As a Finance Business Partner within Service Charges, you will play a key role in supporting the financial operations and strategy within the department. Your focus will be on managing and aligning financial processes with the unique requirements of service charge operations, ensuring fair and transparent charging for residents.

How you'll make a difference

You will be instrumental in promoting and embedding a customer-centric approach within the organisation's financial practices. Your efforts in aligning financial strategies with customer needs will significantly contribute to improving service delivery and achieving the organisation's objectives.

How you'll do it

- Analyse and advise on financial management, focusing specifically on the requirements of the Service Charges department
- Manage the financial aspects of service charges
- Lead financial planning and reporting for assigned service charge areas
- Preparing monthly management accounts and written variance commentary for assigned Service Charge areas
- Reviewing annual budgets with budget holders, challenging assumptions and documenting the basis of the recommended figures
- Supporting the preparation and review of forecasts and full-year outturn projections for assigned service areas.
- Analysing financial performance and identifying risks, pressures and opportunities
- Investigating material variances and anomalies, including prior-year invoices, miscoding, unsupported transactions and incorrect accruals
- Preparing and posting adjustment journals and reclassifications in SunSystems, and reviewing accruals, to ensure costs are recorded against the correct account, property and service
- Advising budget holders on service-chargeability, recoverability and the appropriate revenue, capital or reserve treatment
- Supporting month-end, year-end and audit requirements through reconciliations and supporting evidence
- Translating financial analysis into clear advice and practical recommendations for operational and senior management.

All about you

Our values

We succeed together
By working as one and respecting diverse perspectives, we support each other to consistently deliver better outcomes for our residents and communities.

We keep our word
We do what we say we will do, and act with integrity and ownership to build trust and provide the high-quality service people expect from us.

We do better every day
We are always looking for better ways to work and raising standards and strengthening communities through continuous improvement.

This is a people manager role. Please refer to our people manager standards

Essential knowledge, experience and skills

Pending confirmation of legislative changes, this role may require a qualification to demonstrate competence. If not already qualified, there may be an expectation to study towards a professional qualification.

- Experience of building effective working relationships within a finance team and with stakeholders across the organisation, with the ability to explain financial information clearly

- Strong analytical skills and an understanding of operational and tactical decision-making, with the ability to contribute to data analysis and evidence-based decisions
- Good Excel skills and a willingness to learn and develop capability in D365 and Power BI
- Holding or working towards a CCAB-recognised accounting qualification
- Knowledge of service charge activities and legislation.
- Experience using D365 or Power BI.