

POSITION INFORMATION SHEET (Non-Collective)

Position Title	Finance Business Partner
Title of Supervisor	Head of Finance
Title of next level Supervisor	Chief Financial Officer
Location	Sheffield
Is the position responsible for the supervision of other employees?	No
Does the position have budget responsibility?	No
Hours of work	37.5 hours per week

Position Overview

As the Finance Business Partner, you will play a pivotal role in supporting both senior stakeholders and the wider business to deliver its strategic objectives and optimise business performance.

Reporting directly to the HoF, you will be responsible for providing valuable financial insights across the entire business ecosystem, supplying accurate and insightful operational, financial and commercial data, analysis and reporting of the company product portfolio across all business levels and departments. This role is critical to supporting key business decisions, strategy and objectives, whilst maintaining a collaborative and results driven environment.

Key Responsibilities

- Working closely with the operational and commercial teams to understand full margin elements of the company product portfolio, including:
 - Regular analysis and reporting of raw material costs, including forecasting of elementals and foreign exchange and potential hedging requirements
 - Understanding of full operational process of company product portfolio, incorporating standard costing into product cost and pricing mechanisms
 - Daily review, analysis and informative reporting of operational costs in line with budget/forecast, including assessment of manufacturing variances such as mix/yield/price/quantity, promoting cost awareness with insight to drive action and improve future performance
 - Daily review, analysis and reporting of production vs forecast, including assessment of volume/revenue/GCM
 - Monthly forecasting for operational performance to GCM at a detailed level
 - Identify operational process inefficiencies and suggest necessary improvements to enhance cost efficiency and business improvement
 - Strengthen both proactive and reactive operational decision making by providing appropriate challenge to assumptions and proposals, including scenario modelling where necessary
 - Actively review and drive improvements in KPI metrics
 - Present cost models and pricing for new opportunities
 - Financial review and approval of customer LTA's

- Working in conjunction with the Financial Controller:
 - Providing relevant information to ensure delivery and monitoring of budgets, forecasting, working capital management

- Adhering to month end group reporting deadlines (calendar day 5) ensuring completion of all relevant pricing and costing adjustments within operational and accounting software, including reconciliations and valuations of inventory balance sheet items
- Monthly sales and margin analysis, review and commentary for inclusion within management accounts
- Assist with internal & external audit requirements
- Contributing to ad hoc financial projects as required and as part of the overall finance function

Skills, Experience and Qualification

Essential

- ACA/ACCA/CIMA qualified (will consider QBE)
- Advanced level proficiency in Microsoft Excel
- Significant demonstrable experience

Demonstrable

- Strong financial modelling experience
- Desire to continually improve processes
- Strong commercial acumen (preferably in a manufacturing environment)

Qualities & Attributes

- Strong communication skills with both finance and non-finance managers
- Excellent organisational and time management skills
- Strong attention to detail
- Initiate and implement improvement activities
- Demonstrates a proactive and motivated attitude
- Ability to work independently as well as within a team environment