

Job description - Finance and business manager (PB3)

Job summary

As Finance and Business Manager, you will oversee the management of South District finances, associated delivery and cross functional coordination to deliver the District Business Plan.

Key responsibilities & accountabilities

- lead the finance and business support service in support of our mission and vision
- manage budgeting and financial control of the Forestry England unit turnover (pay and non-pay) of circa £17 million p.a
- play a lead role in development of the District Business Plan, particularly the finances
- provide regular finance reporting and use your knowledge and experience to help us to review and continuously improve our financial position
- lead the finance and business support team of 9 staff, take an active part in the district's senior leadership team and build collaborative and supportive relationships with operational colleagues, the national finance team and other finance managers
- report directly to the FMD taking an active role along with other heads of function in realising the district's vision - developing the business, supporting business improvement, change management and projects in the District
- provide leadership to the Finance & Business Support team and develop the strategic direction of the service
- line manage the Finance Manager, Project Manager & Office Manager
- support corporate governance and foster a culture of effective cross functional working across District team
- build collaborative and supportive relationships' with operational colleagues, the national finance team and other District finance managers.

Management Accounting

- support the district in continuously improving its financial position within the context of Forestry England's strategic objectives
- lead on the submission of annual business plans, ensuring operations and resources are appropriately matched and apportioned
- build a culture of strategic direction, cross functional collaboration, delivery accountability & celebrating success

You will work with the Finance Manager to:

- ensure timely and accurate submission of monthly management accounts and forecasts
- work with the Finance Manager to build collaborative and supportive relationships with budget managers across the district, supporting them in accessing and interpreting financial data
- monitor the financial performance of district business partners
- support sound business and financial decision making across all functions, and provide financial performance analysis supporting short, medium and long-term planning
- provide professional judgement and advice on financial and business improvement initiatives

And any other task reasonably requested by your line manager.

District Plan Coordination & Monitoring

Play a key role in the production and updates of other cross functional District Plans including:

- delivery plan
- investment and external funding projects and pipelines
- district Risk Register
- emergency Response Plan
- district Strategy
- business Sustainability

And any other task reasonably requested by your line manager.

This post will involve some travel around the District and occasional travel elsewhere in England. Therefore applicants need to hold and continue to hold, a full current driving license that enables them to drive in the UK (or be able to use public transport) and should be willing to occasionally stay away from home overnight.

Location-specific information (optional)

Click or tap here to enter text.

Skills, knowledge & experience

Essential professional and technical experience

- providing financial information to support decision making
- budgetary control
- analysing financial performance and identifying income and cost drivers
- analysing variances and forecasting
- identifying and supporting the delivery of organisational efficiencies and/or cost reductions
- experience in financial report writing including supporting commentary
- a high level of skill in using Microsoft Excel and competence with other Microsoft Office products.
- experience with financial systems
- a proven track record in leading teams of staff & managing contractors, customer and other stakeholder relations
- experience of business planning, developing and delivering cross functional strategic plans, and project management as well as successfully integrating a collaborative approach to team working
- experience of budget management, financial monitoring, and cost control
- full UK drivers license

Desirable professional and technical experience

- experience of developing investment business cases
- experience in managing procurement and knowledge of legislation around financial and procurement regulations

Qualifications

Essential

- fully-qualified in accountancy with a recognised IFAC (International Federation of Accountants) member body (e.g. AAT, ICAEW, ACCA, CIMA, CIPFA, ICAS, IFA), or significant relevant experience equivalent to that level of qualification

| |
|--|
| |
|--|