

Job description - Finance and Business Support Manager (PB3)

Job summary

You will lead the finance and business support service supporting Forestry England's mission and vision. You will manage budgeting and financial control of the Forestry England district. You will provide regular finance reporting and use your knowledge and experience to help review and improve our financial position. You will lead the business support team, taking 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.

Key responsibilities & accountabilities

Management accounting:

- support the district to improve its financial position in meeting Forestry England's strategic objectives.
- lead on submitting annual business plans and monthly management accounts and forecasts.
- build collaborative and supportive relationships with budget managers across the district, supporting them in accessing and interpreting financial data.
- support sound business and financial decision-making across all functions, and provide financial performance analysis supporting short, medium-, and long-term planning.
- help colleagues monitor the financial performance of district business partners.
- liaise with the stakeholders to ensure the use of effective systems while assessing the financial aspects of project proposals, and monitoring projects involving the use of third-party funds.

Leadership and management:

- report directly to the Forest Management Director taking an active role along with other heads of function in reaching district's vision.
- provide leadership to the business support team and develop the strategic direction of the service.
- build collaborative and supportive relationships with operational colleagues, the national finance team and other district finance managers.

Administration and financial control:

- lead the business support team making sure the district complies with corporate governance procedures, financial controls, and risk management.
- provide professional judgement and advice on financial and business improvement initiatives.

And any other tasks, reasonably requested by your line manager.

Location-Specific information (optional)

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Skills, knowledge & experience

Essential professional and technical experience

- experience providing management accounting services, including providing financial information to support decision making; budgetary control; analysing financial performance and identifying income and cost drivers; analysing variances and forecasting; and identifying and supporting the delivery of organisational efficiencies and/or cost reductions.
- experience of writing financial reports including supporting commentary.
- a high level of skill using Microsoft Excel and competent with other Microsoft Office products.
- experience with financial systems.
- experience of managing staff and team leadership.

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 accountant 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.