

## Job Description

**Post:** Finance Business Partner

**Reporting to:** Chief Financial Officer

### Job Outline

Responsible for providing insightful financial information, both backward- and forward-looking, to help the business achieve its financial goals. Must bring both analytical/KPI skills and accounting rigour.

### Main Duties & Responsibilities:

- Prepare the annual budget and monthly rolling trading forecasts for scrutiny by the CFO and board.
- Provide variance analysis on monthly management accounts (P&L).
- SaaS:
  - Own the "SaaS Intelligence" reporting model, which links to the business' Sage Intacct system.
  - Ensure Revenue Recognition and Balance sheet rigour are applied – in partnership with the Group Finance Manager.
  - Create and maintain costing models per SaaS product.
  - Undertake pricing analysis.
- Professional services (PS):
  - Create and maintain costing models for Professional Services business, e.g. hourly costs, estimates for fixed price quotes.
  - Own Financial metrics for the PS business, e.g., utilisation, average day rates achieved.
- Support to Technical Bid manager, providing financial information as required.
- Provide financial analysis for management meetings as required, e.g. progress of optimising acquisitions.
- Partner with CTO (and team) to ensure that investment in product/functionality is understood and monitored.
- Generate cost/spend analysis for monthly meetings with budget holders.
- Work with the Group Finance Manager to ensure that Financial Reporting is accurate, timely and efficiently produced.

## Security Responsibilities:

- To identify, seek clarification and comply with those legislative requirements and parts of the published security policies that are applicable to the role and activities.
- To secure data, passwords, documents, physical areas and property that you own, manage or have access to.
- To report observed potential and actual security breaches.
- To complete the mandatory online training.

## Fire, Health & Safety Responsibilities:

- To understand, seek clarification and comply with the published Health and Safety Policy and any notified changes.
- To report potential Health and Safety risks and actual incidents or accidents.

## Quality Responsibilities:

- To follow the documented quality procedures
- To identify system failures and improvement opportunities.

The duties and responsibilities outlined in this job description although comprehensive are not intended to be exhaustive or exclusive. You may be required to perform other duties, commensurate to the grade of your post, at the request of your manager from time to time.

## Person specification:

Must have:

- Qualified accountant.
- Experience of SaaS businesses.
- Strong excel skills and the ability to manage/validate data.
- Demonstrable Experience of budgeting and forecasting models.
- Success in both FBP roles and Financial Accounting-type roles.
- Ability to communicate effectively to non-financial audiences.

Nice to have:

- Understanding of people-based/Professional Services/Consultancy business model.
- Skill in using PowerBI or similar tools.
- Degree in Business or related subject.
- International/fx experience.