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| A | **Post Details** | | | | | | | |
|  | Job Title: | Lead Finance Business Partner | Function: | Finance | | | | |
|  | Location: | 4ML | Unique Post Number: | FML/F/053 | | | | |
|  | Reports To: | Head of Financial Reporting and Management Accounting | Grade: | MG2 | | | | |
| B | **Purpose of the Job** | | | | | | | |
|  | To lead the Finance Business Partners (FBPs) in the delivery of accurate, compliant and consistent FBP support across Southeastern ensuring it meets the needs of key stakeholders including management, budget holders and DfT.  To be the key point of contact for Southeastern FBP team.  To lead the development of support financial modelling for the FP&A Team.  To lead the preparation and development of management reporting and financial analysis for the Southeastern Alliance with Network Rail (NR).  Working with Southeastern's Business Planning function as lead for FP&A in the management and delivery of the annual business planning, budgeting and quarterly forecasting process.  To contribute to the influencing, challenging, justifying and reporting for the business 5 year corporate plan and quarterly forecasts.  Build excellent working relationships with directors, managers and staff and provide them with high quality management information and analysis based on insight and enquiry.  Identification of risks and opportunities through a sound understanding of the market served by Southeastern and the strengths/weaknesses of our competitors, making recommendations to maximise profitability and mitigate key risks.  To support the maintenance of effective financial control and compliance across Southeastern.  To be the key business partner to Southeastern's Head of Finance and Head of Financial Reporting and Management Accounting.  To deputise for Southeastern's Head of Financial Reporting and Management Accounting. | | | | | | | |
|  | **Principal Accountabilities**  **Finance Business Partnering**  To be recognised and sought out by the Southeastern as the primary and trusted source of Finance Business Partnering.  Build excellent working relationships between Southeastern Finance and Directors, managers and staff to provide them with timely, accurate management information and analysis based on insight, enquiry and technical accounting knowledge.  Responsible for financial analysis of Southeastern's departmental initiatives and business cases. Supporting relevant capital expenditure and major project approvals and ongoing project management monitoring and reporting.  Act as business change agent for Southeastern, proactively identifying and implementing process improvements within the team and across the business,  **Budgeting and Forecasting**  Providing financial support and insights to enable the Southeastern Executive Team and the wider business to make critical business decisions and drive out savings and efficiencies.  Provide support to Southeastern's managers and Directors to ensure funds for budgeted activities and projects are appropriately approved and projects are supported and delivered as planned.  Identification and monitoring of risks and opportunities through a sound understanding of the financial profile of the Southeastern’s key drivers of business value, making recommendations to maximise profitability and mitigate key risks within these constraints.  **Leading the team**  To lead, train, mentor and develop Southeastern’s team of Finance Business Partners and other relevant finance staff as required.  Drive the efficiency and continuous improvement of Southeastern’s financial analysis and reporting, including through identifying projects for process and data improvements.  Drive the efficiency and continuous improvement of Southeastern’s financial analysis and reporting, including through identifying projects to enhance, upskill and continue developing the FBP team and educating business stakeholders on finance matters.  **Other critical output** | | | | | | | |
|  | Presentation of financial results and insights to the DfT and other key stakeholders as required.  Preparation and development of management reporting and financial analysis for the Southeastern Alliance with Network Rail (NR).  Verification of calculations and sound understanding of high value contracts and resulting expenditure (e.g., HS1).  Leading the development of support of financial modelling for the FP&A Team. / Dealing with high volumes of data in an efficient and innovative manner.  Ad-hoc guidance on finance matters within relevant business area. | | | | | | | |
| D | **Safety Responsibilities** | | | | | | | |
|  | This post is required to undertake SAFETY CRITICAL WORK | | | | Yes |  | No | **🗸** |
|  | This is a KEY SAFETY POST | | | | Yes |  | No | **🗸** |
|  | This post requires SECURITY CLEARANCE | | | | Yes |  | No | **🗸** |
|  | The job requires competence in PERSONAL TRACK SAFETY | | | | Yes |  | No | **🗸** |
|  | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below) | | | | Yes |  | No | **🗸** |
|  |  | | | | | | | |
|  | The post holder has the following specific safety responsibilities: | | | | | | | |
|  | * None | | | | | | | |
| E | **Decision making Authority** | | | | | | | |
|  | Authorised to review and recommend and make changes to business practices, processes and new projects.  Authorised to prepare and influence budgets and forecasts and assumptions therein.  Authorised to approve expenditure and make decision within the company’s governance framework (Delegated Authorities etc).  Authorised to attend meetings with external companies and organisations and represent Southeastern’s interests at those meetings. | | | | | | | |
| F | **Most Challenging and/or Difficult parts of the role**  Managing to tight deadlines and meeting key stakeholder demands | | | | | | | |
|  | Managing conflicting business and director / commercial and financial priorities  Managing the interaction between the Finance and Business Planning Teams in the delivery of the Annual Business Plan and Quarterly Forecasts. | | | | | | | |

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| G | **Person Specification** | | | | | | |
|  | Southeastern aims to recruit people not just for jobs but for long term careers. We want good quality, talented people with the right attitude who will stay with us.For these reasons we look for evidence of Southeastern values and behaviours in all potential staff and our existing staff looking for promotion along with the particular experience/knowledge, skills and behaviours relevant to the position applied for. These areWe care passionately about our people and passengers  * + we put ourselves in our passengers’ shoes to do what’s right for them   + we support our colleagues to be, feel and do their best   + we love the places we serve and do our bit for our communities and environment  We aim to be the best  * + we move with pace, we’re agile and learn from everything   + we relentlessly strive to be the best   + we are professionals with personalities  We make the difference together  * + we are answerable to each other and our passengers   + we trust each other and do what we say we will   + we are stronger together than we are as individuals   We also have identified behaviours required to be successful in leading Southeastern.  The Leading Southeastern framework details **how** we should be behaving in order to drive up performance.  All shortlisted candidates seeking promotion will be assessed against this framework.  The job demands the following blend of experience/knowledge, skills and behaviours (all are essential , unless otherwise shown and will be assessed by application and/ or interview/assessment). | | | | | | |
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| G1 | **Experience, Knowledge & Qualifications**  Professional Accountancy Qualification with a minimum of 3 years post qualification experience.  Prior experience of Finance Business Partnering, Preparation and management of Business Planning, Annual Budgeting and forecasting. Management accounts preparation and reporting.  Advanced Excel skills and prior experience of the build/development of Excel based Financial Models/Tools.  Strong team management experience. Evidence of a coaching/supportive leadership style  High level of credibility and influencing skills at Exec/Board level and with non-finance stakeholders  Commercially astute with demonstrable experience of working to tight reporting deadlines in a high-pressure operating business.  An understanding of financial aspects of a UK rail business (desirable but not essential)  Experience of working with UK Government, Regulators and other similar external stakeholder groups (desirable but not essential) | | | | | | |
| G2 | Behaviours and Skills (including any specific safety critical competencies) Strong leadership qualities with ability to command respect at all levels of the organisation and key external stakeholders (e.g. DfT).  Ability to work efficiently, effectively and collaboratively as part of a team, contributing to a culture of continuous improvement within the finance function and wider business.  Ability to think pro-actively about the identification of financial reporting risks and develop appropriate strategies to manage those risks.  Advanced Excel and Financial Modelling skills.  Strong project management skills ensuring the timely delivery of the management and other relevant reporting.  Ability to influence and solve problems at all levels of the business, influencing decisions beyond the numbers.  Ability to communicate clearly and effectively (both written and oral) at all levels and explain financial issues to a non-financial audience.  Must be able to demonstrate a high level of enthusiasm, commitment and motivation.  Excellent presentation skills.  Extensive Financial Management skills and experience.  Strong Team Management and People Development skills.  Experience of Oracle and iTM1 systems (desirable but not essential). | | | | | | |
|  | Ability to work efficiently, effectively and collaboratively as part of a team, contributing to a culture of continuous business improvement.  Ability to influence and solve problems at all levels of the business, influencing decisions beyond the numbers.  Ability to communicate clearly and effectively (both written and oral) at all levels and explain financial issues to a non-financial audience. | | | | | | |
| G4 | **Other** | | | | | | |
| I | **Dimensions of role** | | | | | | |
| I1 | Financial – Direct: | | | TBD | | | |
| I2 | Financial – Other: | | | TBD | | | |
| I3 | Staff Responsibilities – Direct: | | | TBD | | | |
| I4 | Staff Responsibilities – Other: | | | TBD | | | |
| I5 | Any Other Statistical Data: | | | TBD | | | |
| **K** | **Job Description Briefing** | | | | | | |
|  | The post holder has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | | |
|  | Name of post holder: |  | Signature: | |  | Date: |  |
|  | Name of briefing manager: |  | Signature: | |  | Date: |  |