



Job Description

Job Title:	Finance Business Partner
Responsible To:	Senior Business Partner
Direct Reports:	N/A
Place of Work:	Based at Head Office however travel to other venues within the group will be required.
Purpose of Job:	The Business Partner is a key role within the group finance team ensuring timely reporting of monthly management accounts, assisting venues to analyse, interpret and challenge performance, preparation of balance sheet reconciliations and providing external auditors with reports and financial data.

Key Responsibilities:

Core Values

To promote the Company's Core Values through personal behaviour and by challenging inappropriate behaviour in others. Demonstrate an ICAN approach to all aspects of the role.

1. Customer

- Assist in cross-functional business initiatives and encourage the cultivation of relationships across the business.
- Ensure effective communication between the Finance Department and the Operations and other departments of the Company.
- Represent the Company professionally to all business partners.

2. People

- Provide support for other members of the finance team where required.
- To work closely with colleagues to develop excellent working practices.
- To assist the Senior Business Partner in supporting/coaching junior or less experienced members of the team.

3. Financial

- Preparation of timely management accounts for multiple venues and central departments across the group.

- Preparation of monthly reporting packs, variance analysis, KPI's and commentary for review.
- Conduct monthly review meetings with venue/central department managers.
- Support the delivery of budgeting and forecasting requirements of the business.
- Preparation and posting of month end journals including accruals and prepayments.
- Prepare and complete balance sheet reconciliations, ensuring all anomalies are highlighted and appropriately resolved.
- Prepare and Review monthly payroll reconciliations and distribute to managers.
- Assisting in the preparation of audit file and liaising with auditors.
- Assisting with process improvements in the finance department and across the business to improve/standardise processes and controls across the group.
- Undertake other related projects or duties as required.

4. Business Development

- Examine how MRM & PCI are configured and used, (i.e. how master data is controlled, and transactional data is captured) to advise on and produce accurate reports and ensure effective use of data.
- Identify and present options to resolve business issues within a complex organisation.
- Set up business processes to deliver successful outcomes, assess their effectiveness and review performance measures relating to each.
- Identify opportunities for synergy and integration of processes and influence others to identify more efficient sustainable processes.

5. Health and Safety

- Adhere to the Company's health and safety policy and procedures at all times.