

Job Title: Lead Finance Business Partner – LIP (Livestock Information Programme)

Band: F

Function: Finance and Business Services

Band Descriptor: Roles with significant experience, seen as the organisational experts in their field setting policy objectives and procedural criteria for their area, having a contribution to and delivery of the organisations corporate plan. Heads of Department within sectors, reports to functional Directors, with some delegated authority, line management and budgetary responsibility

Contribution to Corporate Business Plan: Strategic delivery

Role Purpose:

- Provide a full range of financial and management services to LIP and other designated projects.
- Proactively assist with the preparation of financial statements for AHDB and associated companies, and provide reports and information as required to internal and external stakeholders.
- Proactively ensure that all functional staff have the skills and information required to complete their tasks within budget and assist them with setting and managing those budgets.

Key Responsibilities:

- Identify and highlight risks to the successful delivery of LIP to the AHDB CFOO, FD and the project team. Provide support to manage those risks (eg. financial, governance, compliance risks etc) where appropriate
- Proactively manage the process for the preparation of the monthly accounts for allocated projects in line with agreed deadlines, including liaising with sector and function staff on the preparation of budgets and forecasts
- Provide insightful explanations of variances, detailed risks and opportunities along with mitigating actions, by sector, for the management accounts, Sector and AHDB Boards reports, Defra, and any other reports
- Support the reviews and further production of project phase proposals and business cases as the LIP programme evolves
- Maintain and further develop modelling, forecasting, reconciliation and financial reporting requirements for LIP.
- Form part of the project management teams, providing proactive advice on financial matters, including the identification of potential efficiencies and failures to adhere to process including highlighting concerns about regularity and propriety
- Take personal responsibility to ensure that the finance processes are complied with across the organisation, and proactively work towards making improvements and improve efficiency
- Lead liaison requirements with external stakeholders' finance teams. Take responsibility for and reconcile allocated balance sheet accounts, taking action to resolve any issues
- Conduct financial reviews in support of the procurement process
- Provide assistance to, and cover for, other finance staff as necessary, ensuring the smooth running of AHDB and the finance department
- Ensure compliance with all AHDB governance rules and relevant accounting standards, including dealing with queries from internal and external auditors, Defra and external advisors as necessary

Delegated Authority:

- No Budgetary responsibility.

Knowledge:

- A CCAB or CIMA accountant, with excellent technical knowledge, a strong eye for detail and the ability to operate at a senior level
- Ability to build forward thinking working relationships so as to positively influence and improve the financial performance of the function.
- Ability to 'partner' non-finance staff leading to successful outcomes
- Pro-active approach to problem solving and experienced in managing conflicting deadlines and workloads
- Excellent written and oral communication skills, with the ability to communicate complex financial information to non-finance staff
- Ability to improve or establish policies, systems and processes
- Highly computer literate, including advanced use of Microsoft Office products and experience of using modern ERP systems including the use of system interrogation tools

	Area of Expertise	Level Required
1	Influencing and negotiating	4
2	Creating and inspiring commitment	4
3	Planning and organising	4
4	Quality Ownership	4
5	Continuous improvement	4
6	Process management	4

	Leadership Attributes	Level Required
1	Inspiring, nurturing and developing our talent	4
2	Focussed on the bigger picture and providing clarity of purpose	4
3	Leading excellent operational performance with a focus on outcomes	4
4	Creating an environment that encourages innovation, is outward looking, develops partnerships and manages effectively	4
5	Operating with openness, pace and passion	4
6	Building high performing teams – having the impact, influence and resilience to consistently motivate others to follow	4

Version	Date	Author	Description
1.0	September 2019	Naveen Gupta	Original