**Job Specification Template – Finance Business Partner**

The following sample Finance Business Partner job description is designed to support your upcoming recruitment needs. This template can be tailored based on the responsibilities, requirements, and benefits of the role you are sourcing for.

Please refer to the comments for more advice on editing each section of the document.

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| **Finance Business Partner**   |  |  | | --- | --- | | **Location** | City, Country | | **Job type** | Remote / Hybrid / On-site | | **Salary banding** | £XX,XXX - £XX,XXX |  |  |  | | --- | --- | | Job overview | Our company is a recognised leader in our field, driven by innovation and offering excellent opportunities for growth within our dynamic organisation.  We are seeking a highly skilled Finance Business Partner to provide expert financial insight and strategic recommendations to support commercial decision making.  As Finance Business Partner, your role will involve strategic analysis, reporting, and partnering with multiple functions to drive decision support and identify opportunities for growth.  Working directly with senior leadership, you will drive business growth and improvements in financial performance that result from the right commercial business decisions being made.  Building strong internal and external relationships, your role will be pivotal in providing business partnership support to key functions within the organisation.  Working with an innovative and high-performing leadership team, this role offers fantastic opportunities for professional development.  This is an excellent opportunity to drive growth, increase profitability, manage costs, and support the investment decisions of a fast-growing organisation. | | **Key responsibilities** | * Deliver high-quality and timely financial insight to senior leadership that supports business growth, improvements in financial performance, and quality commercial decision-making. * Drive all relevant financial planning, forecasting, budgeting and associated analytical processes * Support commercial decision-making across all business functions, proactively challenge & advise key stakeholders * Be responsible for modelling, reporting, and analysing strategic growth opportunities * Ensure maximum commercial value is obtained and all financial risks are mitigated, advising with contract negotiations and renewals. * Develop and maintain systems, ease of processes, financial reporting and data analysis that lead to performance excellence, transparency and efficient ways of working. * Review and appraise business cases of all business investment initiatives and related activities and ensure monitoring is in place to measure achievement against targeted financial outcomes. | | **The skills you’ll bring** | * Qualified Accountant, ACA/ACCA or CIMA Qualified (or equivalent) * Proven financial management experience and experience working with senior management * Analytical and commercial mindset * Strong leadership, communication and influencing skills. * Ability to negotiate, influence and manage key relationships with internal and external stakeholders * Strong commercial knowledge and creditability to challenge the business to support quality commercial decision-making * Proven track record of Business Partnering with non-financial colleagues up to a senior level * Track record of supporting business and profit growth. * Proactive thinking and a natural desire to improve and enhance business performance. * Successful track record of achievement including making improvements in systems / processes / reporting. * Strong Excel skills; working knowledge of other packages including Word and PowerPoint * Knowledge of relevant accounting packages and forecasting /analytical tools * High standards of personal integrity. | | **What sets our company apart** | Our company is dedicated to providing a diverse and inclusive work environment where every team member can thrive. We offer a comprehensive benefits package designed to support your overall well-being and professional growth, including:   * Opportunity to earn up to X% annual bonus * Car allowance (£X annually) * Competitive Pension Scheme = we’ll match your contributions up to X% * Flexible working hours * Life Assurance (X times salary) * X days' holiday + bank holidays * Income protection * Flexible benefits scheme, with perks to choose from (including retail discounts, season ticket loans, Cycle To Work Scheme). * Employee Assistance Programme   We are committed to creating a collaborative, dynamic working environment with significant career development opportunities. | | | |