**Job Description**

**JOB TITLE:** **Finance Business Partner**

**Reports to: Head of Financial Planning & Analysis**

**Grade:**  **PM2**

**Safety Status: Non-Safety Critical**

**Date version agreed:** **October 2022**

**1. Job Purpose**

• To provide insight driven analysis of business activities to improve business performance.

• To carry out period end procedures including raising and posting journals to produce departmental profit and loss accounts.

• To build budgets and forecasts that take into account current and future business performance and are consistent with the future strategy of the business.

• To provide accurate, timely and relevant management information to budget holders.

• To work diligently towards cost budget targets and implementation of cost savings and efficiencies.

• To provide support to the Head of Financial Planning & Analysis as required.

**2. Safety Details**

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| **A.** This job requires **Security Clearance** (e.g. Running of Special Trains) | **N** |
| **B.** The job holder is required to hold a relevant **Track Safety** competence (e.g. PTS) | **N** |
| **C.** This is a **Safety Critical Work Post** | **N** |
| D. This is a Key Safety Post | **N** |
| **E.** Reference to this job is included in the company **Safety Certification** documents | **N** |
| **F.** This job **Manages Employees** (undertakes specific tasks indicated in the occupational & operational standards manuals) | **N** |
| **G.** This job **Manages Locations** (undertakes specific tasks as indicated in the occupational and operational standards manuals) | **N** |

**3. Dimensions**

**A. Financial:**

• Provide insight driven analysis and management information to improve business performance.

• To build and consolidate budgets, forecasts and business plans and assumptions included therein.

**B. Staff:**

N/A

**C: Others:**

• Represent WMT’s interests in meetings with external companies and organisations as required

**4. Principal Accountabilities**

• Gain detailed knowledge of relevant business activities and sales/cost drivers to continually develop reporting in order to identify opportunities to improve efficiency and profitability.

• Responsible for producing period end departmental management accounts and reporting to the appropriate directorate.

• Build good working relationships with directors, managers and staff and provide them with management information and analysis based on insight and enquiry.

• Responsible for influencing, deriving, justifying and reporting the business’ corporate plan and quarterly rolling forecasts for respective business areas.

• Manage and provide support to managers and directors to ensure funds for budgeted activities and projects are approved and projects are delivered as planned.

• Support for financial analysis of business cases.

• Understand the financial profile and modelling of the business and how to maximise profitability within these constraints

• Work in conjunction with budget holders to analyse and challenge costs with the aim of contributing cost savings and efficiencies in line with cost budget targets.

• Liaise closely with the Financial Accounting function to ensure process improvements are efficiently implemented to improve the reliability, accuracy and timeliness of financial information.

• Provide adhoc support and analysis to the Head of Financial Planning & Analysis and the Finance Director as necessary.

• Provide guidance to management and support staff on finance matters in relevant business areas.

• Assist in preparing schedules for budget and forecast presentations to the Executive, Group Board and the DfT

• Produce management analysis on a periodic basis; ensure records are complete and accurate and reflect underlying business activities and objectives

• Develop and automate processes using applicable finance tools (e.g. Oracle Enterprise Planning and Budgeting Cloud Solution)

• Willingness to challenge current process and implement change

**5. Context**

**A: Operating Environment:**

**B: Framework and Boundaries:**

• Authorised to review and recommend changes to business practices, processes and new projects.

• Authorised to prepare and influence budgets and forecasts and assumptions therein.

• Authorised to attend meetings with external companies and organisations and represent WMT’s interests at those meetings.

**C: Organisation:**

The Finance Business Partner role is one of five roles all of which report directly into the Head of Financial Planning & Analysis.

**6. Relationships**

**A: Reporting lines**

Direct report to Head of Financial Planning & Analysis

**B: Other Contacts:**

Senior managers around the business and the West Midlands Trains Executive team.

**Outside the Company:**

DfT officials, Auditors, Group advisors, Transport UK Group (TUK), Shareholders and other TOC opposite numbers.

**7. Knowledge and Experience**

**Experience, Knowledge & Qualifications**

• Degree or equivalent or qualified by experience.

• Qualified or part qualified in a recognised accountancy qualification (CIMA, ACA, ACCA).

• Substantial experience in a commercial environment including some time spent in an analytical or commercial finance role.

• Demonstrable understanding of financial aspects of a business

• Experience of budgeting and forecasting at an operating company level.

• Experience of rail or similar transport / franchise industry (desirable)

**Skills**

• Excellent analytical and financial modelling skills.

• Excellent presentation skills

• Open Accounts and Oracle EPBCS experience (desirable)

**Behaviours**

• Can work efficiently and effectively within a team environment and willing to make a contribution

• Ability to influence and solve problems at all levels of the business

• Ability to communicate effectively (both written and oral) at all levels and explain financial issues to a non-financial audience

**8. Job Challenge(s):**

• Managing conflicting business and director / commercial and financial priorities

• Managing to tight deadlines and manipulating large amounts of data

• Understanding the technical aspects of WMT financial profile e.g. passenger income, access charges, rolling stock leases, subsidy, performance regimes as appropriate in the relevant business areas

**Safety & Environmental Safety Responsibility Statement**

It is the line manager’s responsibility to ensure that the post holder is fully briefed and responsibilities are clearly understood by the post holder.

This statement must be amended and accepted:

1. Wherever responsibilities are changed;
2. In response to an accident or incident;
3. In response to external changes to Health and Safety and Environmental Legislation; *and/or*
4. Following annual review.
5. **General Responsibilities**

Overarching Safety and Environmental Responsibilities are as follows:

1. You must take reasonable care for your own health and safety and of persons who may be affected by your acts or omissions at work;
2. You must co-operate on matters regarding safety and health;
3. You must not interfere with anything provided in the interest of health and safety – for example override safety features of equipment;
4. You must follow the training you have received when using any work items your employer has given you;
5. Tell someone (your employer, supervisor or health and safety representative) if you think the work or inadequate precautions are putting anyone’s health and safety at serious risk;
6. You must support the business in achieving its objectives laid out in its latest Environment & Energy Policy.

Further Safety and Responsibilities that apply to all West Midlands Trains employees are set out below, in sections which correspond with the West Midlands Trains Safety Management system.

You must take reasonable care for your own health and safety, and of persons who may be affected by your acts or omissions at work.

1. **Policy, Leadership and Resourcing**
	1. You must understand and comply with the Refusal to work on the grounds of health and safety policy.
	2. You are responsible for attending the following safety and / or environmental related meetings:

E.g. Sustainability Action Group, SEMG

 List meetings here

☐ None apply

* 1. You must comply with the West Midland Trains policy on the use of mobile phones when driving on company business.
1. **Employee training**
	1. You must attend the necessary safety and/or environment training courses within 3 months of appointment (or as soon as practicable thereafter).
2. **Planned Inspections**
	1. You must comply with the procedures which exist to remedy substandard acts and conditions found in the workplace.
3. **Accident and incident investigation**
	1. You must ensure that all personal accidents and near misses are reported to your supervisor or Control as detailed on the health and safety notice board.
	2. You must ensure that all personal accidents are reported and investigated as detailed in the Accident/Incident Reporting and Investigation standard.
4. **Emergency planning and Security**
	1. When working at static locations you must ensure that you understand the local emergency plan at each location at which you are required to work. Local emergency plans are detailed on safety notice boards.
	2. You must understand and comply with your obligations regarding security checks, suspect packages, bomb threats and explosions as detailed in the Occupational Standards Manual.
5. **Rules Competencies, Permits and Licences**
	1. You will receive an assessment of competence in the rules, regulations and instructions which apply to your post. The initial and subsequent assessments will be given by qualified trainers/assessors. Competence processes will lead to certification. You must ensure that you maintain your own competence in rules, regulations and instructions for the post that you hold.
	2. You must be in possession of the necessary publications, as detailed by your manager or supervisor before you take up your post.
	3. You may be required to drive motor vehicles owned, hired, or leased by West Midland Trains. You must not do so unless in possession of a valid license appropriate to the vehicle being driven. You must be insured to use that vehicle and fully comply with the Authority to Drive procedures, carrying the appropriate authority card.
6. **Communications**
	1. You must ensure that you attend regular briefings which cover safety and environmental issues.
	2. You must attend any local job induction training session on your first day at a new location.
7. **Auditing and safety Check**
	1. You must ensure that substandard conditions found by you in workplaces are reported to the appropriate line manager or Control without delay.
	2. You must ensure that any practices undertaken that do not align to current policies or standards are reported to your Line Manager or Control without delay.
8. **Promotion of Environment & Safety Issues**
	1. You must ensure that you are aware of the location and are familiar with the contents of the safety and environment notice board.
9. **Health Controls**
	1. You must understand and comply with the alcohol and drugs policy as detailed in OCC-205 Alcohol and Drugs and other policy documents.
	2. You must understand and comply with the standard for Control Of Substances Hazardous to Health (COSHH).
	3. You must understand and comply with the standard for Control of Asbestos.
	4. You must understand and comply with company standards for management of cases of occupational ill health.
	5. You must understand and comply with the standard for Staff Care and Support System (SCASS).
10. **Personal Protective Equipment (PPE)**
	1. You are responsible for wearing the required PPE as directed by the local manager or supervisor when visiting locations where it is required.
	2. You will be issued with PPE on a personal basis.
11. **Purchasing, Procurement and Management of Contractors**
	1. You must understand and comply with the company standards for purchasing, procurement and stores provision as produced by the Head of Procurement.
	2. You must understand and comply with the company standard for managing contractors.
12. **Environment**
	1. Where your role has an impact on the Environment you must ensure that you are familiar with the contents of all relevant Environmental standards, including but not limited to the Environmental & Energy Management System Manual.
13. **Specific Responsibilities**

Your specific safety and environmental responsibilities are set out below, in sections which correspond with the safety management system.

1. **Safety Responsibility Statement Acceptance**

I acknowledge the receipt of the job description and statement of the safety and environment responsibilities associated with my post. I understand these responsibilities, which have been explained to me. Training needs have been identified and agreed.

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| Signed: |  | Job title: |  |
| Name: |  | Location: |  |
| Date: |  |  |  |

I have explained the Safety and Environmental Responsibilities associated with the role of *(insert role title)* to the role holder and am satisfied that they understand these responsibilities. Training needs have been identified and timescales for such training have been identified.

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| Signed: |  | Job title: |  |
| Name: |  | Location: |  |
| Date: |  |  |  |