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| Finance Business Partner: Support Services  |
| **Department: Finance** Directorate: Central Support Services |
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Organisational overview

Nest is a great government delivery success story. Established in 2010, Nest has been a critical pillar of the government’s automatic enrolment programme, with a public service obligation (PSO) to accept any employer wishing to use the scheme to discharge their automatic enrolment duties.

From a standing start, we have delivered a high quality, low cost pension scheme, open to all, which has not only delivered on its mission, but helped to drive up standards and best practice across the industry. Now with over 9 million members, Nest is playing a critical role in helping people save for their retirement many of them low to moderate earners who may be saving for the first time and moving jobs frequently.

Nest now occupies a place in the market as a major Master Trust, a sector that has grown following the introduction of automatic enrolment and that we believe has great potential for delivering pensions to mass market consumers for many years to come, leveraging scale to offer low cost, modernised services in the context of strong Trustee governance.

To best serve our diverse customer base, it’s important that Nest has an equally diverse workforce and
promotes an inclusive culture. This is in line with the organisation’s values and ensures that Nest is a corporation fit for the future.

Departmental overview

The Nest Finance team is split into the following areas: Financial Planning and Analysis, Pension Scheme Accounting, Scheme Modelling and Business Partnering.

The Finance Business Partner team is responsible for:

* Delivering a high quality finance business partnering function – providing support and analysis to the business
* Being trusted advisers to the business and adding real value and strategic insight to assist in decision making;
* Supporting key scheme and programme initiatives such as retirement solutions with insightful and accurate analysis. Assisting presenting outcomes to ExCo, NCGB and other stakeholders as required
* Supporting the corporation wide business plan process and business cases where relevant.
* Developing a culture of financial awareness and value for money and supporting processes;
* Supporting the Director of Finance in developing and maintaining a culture of continual improvement of processes and procedures within the finance department.

Scope and deliverables

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| Key areas | Role deliverables |
| Accountability | * The role is responsible for ensuring the areas served have accurate and timely financial information along with providing high quality analysis and insight to add value and influence decision making
* The role should provide robust challenge all budget holders within the Directorates served to ensure budgets are managed effectively.
* Finance business partners are responsible for advising and supporting the business from a finance point of view for any projects or initiatives they do. This includes support from a process point of view – ensuring the correct processes are followed with regards to budgeting and financial planning, but also from a SME point of view in any projects of initiatives they do that interact with finance and accounting.
* This role does not have any direct line management responsibility, however, is expected to assist other leaders of the finance team with the training and development of more junior members.
* Responsible for delivering finance business partnering service to specific support areas of the business (GC, CSS, Risk and Compliance but will be covering budgets of up to £20m). This includes supporting and enabling the business to make decisions but also provide challenge where necessary.
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| Deliverables | * Deliver a high quality finance business partnering service ensuring that the business has access to the information they need, have implemented adequate budgetary controls and given due consideration to affordability and value for money. This includes:
	+ Regular contact with budget holders and ExCo members ensuring that they understand their financial results and forecasts
	+ Provision and continuous improvement of the finance management information to drive improved awareness of financial results and spend decisions
	+ Monitoring and reporting on compliance with purchasing processes/controls taking action to ensure non-compliance is reduced where appropriate.
* Participate in the annual business planning process by supporting the design of budget packs, associated communication and supporting colleagues in the business to complete forecasts.
* Embed financial control by helping to improve the control environment through implementing internal control recommendations and contributing to recommendations for improved ways of working.
* Answering ad hoc queries from around the organisation relevant to directorates covered, for instance on budgets and planning or on information flows into/out of the finance team or any data the finance team is responsible for.
* Provide insightful and actionable commentary to month end reporting, adding real value to the numbers reported.
* Represent Finance on working groups, or project groups as required providing subject matter expertise with regards to finance and accounting processes and procedures and broad commercial acumen. Ensure budgetary control over projects, but also that the data flowing to/from finance as a result of any projects is considered.
* The role will be expected to contribute to other ad hoc tasks/projects such as co-ordination of additional financial information as required.
* Provide cover for other FBPs as required
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| Relationships and autonomy | * This role is expected to be able to build effective relationships with colleagues at all levels within the organisation including regular contact with ExCo members.
* This role is expected to build strong working relationships with a number of teams internally including HR, other teams within Finance and Procurement and is expected to have regular contact with external stakeholders including DWP, EY, and NAO.
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Role requirements

Experience and technical skills

The successful candidate will be able to demonstrate the following experience and technical skills:

* Previous experience of being a proactive finance business partner in a structured, professional environment & a strong track record of embedding financial awareness within the business
* Experience of communicating credibly and confidently with senior management and auditors
* A track record of embedding financial awareness within the business.

Personal attributes required

We are looking for an employee with the following attributes:

* a self-starter with the ability to work on their own initiative
* flexibility to work with in a dynamic and changing environment
* a strong advocate of strong financial governance and processes
* an ability to communicate technical concepts to non-technical stakeholders in a clear manner
* a positive attitude to difficult problems and a drive secure a successful outcome to them
* strong advocate of finance and financial controls and able to demonstrate accuracy and diligence with the ability to be autonomous.
* ability to enhance processes and controls – focus on continuous improvement is essential, and
* delivery focused approach to work and able to priorities high volumes of work/challenges.
* Ability to seek solutions to complex situations and the desire to deliver constant improvement- a problem solver
* commercially aware, with the ability to understand and anticipate the needs of the business area they serve
* Strong core business skills including influencing, stakeholder management and presentation skills
* Be able to interpret high volumes of complex data and distil into findings that are relevant to stakeholders and present these in a clear and concise way

Education, qualification and professional membership requirements

* Degree qualified or equivalent
* Full accountancy qualification is required (e.g. ACA, CIMA, ACCA, CIPFA, etc.).
* 5 years PQE