



**Job Title:** Lead Finance Business Partner  
**Grade:** Y7  
**Reports To:** Business Partnership Manager  
**Number of Reports:** up to 9

### Key job element

Manage and lead the team to deliver a one stop shop approach for finance & performance services to specified YHN business partners

Be accountable for the successful operation of processes relating to

- Management accounting for business partners, including budget setting, actual reporting and monitoring, matrix level reporting, relevant SLAs, relevant balance sheet areas, income from rent, service charges and invoices, employee costs
- Forecasting
- New business initiatives including financial support for business cases, modelling, VFM initiatives, and delegated decisions
- Reporting to Finance Reporting team on budgets, management accounts and statutory reporting input, 30 year model: input, efficiency, cash flow, employee costs for YHN Group companies
- Reporting to risk & performance specialist for performance monitoring as relevant

Motivate, lead and influence the key decision making process, guiding diverse stakeholder views in complex circumstances and enriching key business initiatives.

Lead the team in the achievement of targets and objectives at a corporate, service and individual level.

**Person Specification:** This area focuses on skills and knowledge required in the role.

### Essential Criteria

- Professionally qualified (ACA/CIPFA/CIMA/ACCA), with detailed knowledge of Financial Regulations, and the financial standards for the HRA and YHN
- Developed report writing skills, including an excellent attention to detail
- Diplomatic, assertive and collaborative approach with developed interpersonal skills to support business partners in setting strategy and developing business cases
- Competent and able to communicate complex financial matters to a diverse audience, including those from a non-finance background
- Well organised, with highly developed planning and organisational skills
- Developed attention to detail

### Desirable Criteria

- Ability to relate non financial performance to financial performance

- All employees are expected to be flexible within the scope of the role

*Your Homes Newcastle's Core Values play an integral part in determining our culture going forward and ensuring a progressive, sustainable and healthy working environment for our staff. Our values, practices and behaviours are at the heart of this and how our staff do things is as important as what we do. Our values are Be **Ready**, Be **Amazing**, Be **Revolutionary**, Be **Energetic**.*

*It is no coincidence that our values spell out the word **RARE**. We want YHN to be known as "unusually good or remarkable" and an organisation with people that "stand out from the rest".*

*We expect our people to demonstrate the following behaviours:*

#### **Be ready - together we're prepared for anything:**

This value is about being "prepared, willing, eager and prompt".

The behaviours we expect are:

- Take responsibility to keep up to date
- Take ownership
- Make best use of time and resources
- Own your development and that of others
- Work as one team cooperatively
- Be prepared to contribute
- Be organised and on time
- Share information, knowledge and good practice
- Be adaptable and flexible

#### **Be amazing – we'll exceed expectations**

This value is about being "passionate, impressive, excellent and progressive".

The behaviours we expect are:

- Care about people and YHN
- Take pride in what you do
- Behave with sincerity and integrity
- Be your best and inspire others to be theirs
- Do right by our customers
- Have a desire to make things better and improve lives
- Be an advocate for YHN
- Learns from mistakes

#### **Be revolutionary – have courage and be bold**

This value is about "leading the way, involvement in change, engagement, being radically new or different and being creative".

The behaviours we expect are:

- Prepared to be different
- A positive influence on others
- Consider and think of imaginative solutions
- Decisive and unafraid to do what's best
- Prepared to challenge constructively
- Open-minded, tries to say 'yes' more than 'no'
- Supports and promotes change

#### **Be energetic – making every day count**

This value is about "vitality, being interested, keen, inspirational and motivated"

The behaviours we expect are:

- Passionate in all you do

- Is up for the task
- Celebrates achievements
- Is able to “bounce back”
- Is motivated and enthusiastic
- Challenges poor performance and negative attitude