



**Job Title:** Finance Business Partner  
**Grade:** Y5A  
**Reports To:** Lead Finance Business Partner  
**Number of Reports:** Nil

#### Key job element

Work as part of a team to deliver a one stop shop approach for finance and performance services to specified YHN business partners, providing management reporting, budget support, the evaluation of key business initiatives, and the provision of information to enable the work of the Corporate Reporting Team.

Manage the successful operation of processes relating to Management accounting for their area, including

- Budget setting
- Actual reporting and Budget monitoring
- Relevant Balance Sheet areas

for YHN Group companies.

Assign work to the Finance Business Partner Technician to provide effective and efficient finance and accountancy support services to internal customers.

Assist the Lead Finance Business Partner in new business partner initiatives, forecasting and reporting to the Corporate Reporting Team.

Liaise with the relevant Performance Business Partner to allow development of the performance (financial and non-financial).

#### Person specification

This area focuses on skills/ knowledge required in the role.

##### Essential Criteria

- Qualified to Association of Accountancy Technicians, or equivalent, including knowledge of the Chart of Accounts and Financial Regulations and working towards professional qualifications : ACA/CIPFA/CIMA/ACCA
- Demonstrable experience of financial systems and management reporting, including the interpretation of data to accountancy standards, concepts and conventions
- Competent in the use of Excel at an advanced level for the provision of financial management information and its use in a wide variety of documents and reports
- Able to interpret, analyse and give financial advice on complex financial information and proposals
- Well organised and motivated
- Effective interpersonal and communication skills

##### 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

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<b>Be energetic – making every day count</b>
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This value is about “vitality, being interested, keen, inspirational and motivated”
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The behaviours we expect are:
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| <ul style="list-style-type: none"><li>• Passionate in all you do</li><li>• Is up for the task</li><li>• Celebrates achievements</li><li>• Is able to “bounce back”</li><li>• Is motivated and enthusiastic</li><li>• Challenges poor performance and negative attitude</li></ul> |
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