Finance Business Partner

Cardiff

6-month contract with potential permanent offer

Salary of up to £40,000 per annum plus benefits

NOW Careers is delighted to be exclusively working with a values led organisation that is seeking an experienced Finance Business Partner for the duration of 6 months to start in May time.

Reporting into the Head of Finance the main purpose of this role will be to maintain and monitor accurate and timely financial data and transactions. You will be responsible for providing project financial support to colleagues and stakeholders, whilst giving advice and guidance to business areas as well as supporting a small finance team of 2 people and assisting the Head of Finance in the day to day run of the accounts function.

Main responsibilities will include -

* Prepare, reconcile, review, and submit project claims to Funders in a timely manner.
* Monitor and maintain financial data to enable accurate and timely reporting to budget holders, including managers and Directors.
* Support in the preparation of the management accounts, for key designated projects/departments.
* Liaise with Funders and Managers / Directors on all financial matters for their business areas.
* Key contact with Funder for all Audit requirement & co-ordinate all information or audit evidence required from the business.
* Working with Managers/Directors, carry out periodic reprofiles and forecasts for business areas (including requests for additional grant funding) as well as contribute to the annual budget setting process.
* Support, advise and guide budget holders by providing accurate and timely periodic financial reporting and analysis.
* Advise and work with managers/directors in preparing grant bids or contract tenders, to include financial costing and independent review.
* Contribute to the development and delivery of finance process improvements.
* Review, check and input nominal and departmental coding for invoices using a paperless invoice processing system and forward to budget holders for authorisation.
* Check and ensure correct VAT treatment and coding of all invoices, grant receipts and contracts.
* Regularly review ledgers and income due to ensure cashflow commitments can be met along with data integrity.
* Provide cover for the Corporate Services Co-ordinator: Finance and IT, and support for the Head of Finance in their absence.
* Any other duties which could be reasonably considered commensurate with the role, or necessary for the smooth running of the business.

The ideal candidate will be an experienced professional who is AAT or CCAB part qualified, although my client will accept applications from exceptional QBE candidates also.

Desired Knowledge/experience -

* Demonstrable experience of preparation of grant claims (Welsh Government and/or European funding would be desirable)
* Significant knowledge or experience of financial audits.
* Significant understanding of financial forecasting for projects or departments
* Significant experience of managing and maintaining financial information as well as financial reporting using financial accounting systems and MS Excel.
* Significant experience of communicating and presenting financial information to non-finance managers / Directors / colleagues / stakeholders.
* Significant experience of using accounting systems with demonstrable knowledge or experience of process improvements.
* Previous working knowledge of Payroll would be beneficial

Attention to detail is an essential skill required for this role. The successful candidate will have effective communication skills, both verbally and written as well as be an effective problem solver enabling effective advice and support to non-finance colleagues and partners.

The ability to communicate in Welsh is desirable but not essential for this role.

The successful candidate will support the strategic objectives whilst working co-operatively with a focus on user centred services and digital technology. You will be committed to inclusion, health and safety, quality, sustainability, and professional development. This role, due to its exposure to confidential data, requires the utmost integrity and understanding of GDPR.

The business operates a 35-hour working week; standard hours are 9 – 5 but these can be worked flexibility and even within condensed hours if required.

Holiday entitlement is 25 days plus 3 days at Christmas plus Bank Hols

This is really great opportunity to work for a supportive and inspirational employer who work tirelessly to champion economic and social change in Wales.