Ymddiriedolaeth
Ddiwylliannol
Cultural Trust

Job Outline

Job Title:
Finance Business Partner

Basis:
Full Time

Salary:
Grade 7

Salary:
Permanent

Base:
Bryngarw

Accountable to:
Finance Manager

Accountable for:
N/A

Your Role:

Working as an integral part of Awen's finance team, you will provide effective management accounting support and act as the key finance contact for your allocated business areas. You will work closely with managers and budget holders to ensure they have accurate, timely and meaningful financial information to support decision making, budget management and compliance with Awen's financial processes. This role will help maintain strong financial controls, support month-end reporting, contribute to accurate grant and project reporting, and provide a responsive finance service across the organisation.

In this role, you will:

- Working across a split of cost centres (within any of our companies) to business partner with – dealing with queries, management accounts and budgeting. Being first point of contact with those business units on a daily basis for finance. Responsibility for preparation of management accounts for those business areas.
- Completing balance sheet reconciliations, including bank accounts.
- Month end duties include but not limited to – prepayments and accruals, income reconciliations and posting any stock adjustments. Complete reconciliations for accrued and deferred income.
- Responsible for inter company and inter department recurring finance system entries.
- Quarterly updating of fixed asset register and positing of depreciation journal.
- Be comfortable running any reports necessary on different systems such as iplicit, spektrix, Yesplan, EPOS and catersoft.
- Maintain records and accurate reporting for any grants received.
- Complete KPI's required for quarterly returns for monthly dashboard.
- Assist with year-end audit requirements.
- Provide payroll support including processing payroll data, calculating adjustments and resolving payroll queries.

General Duties and Responsibilities:

- To be responsible for your own safety and that of other staff and any member of the public who may be affected by your acts and omissions at work
- To participate in any training and development activities to maintain own development or to enhance competence within job role
- To uphold and integrate our purpose and values in all that you do, observing and promoting Awen's four values at all times – Creative, Empowering, Collaborative and Fair
- To ensure that activities are completed in accordance with Awen's commitment to equality, diversity and Inclusion and in line with best practice and legislation
- To actively challenge discrimination and stigma in the workplace
- To be responsible for safeguarding and promoting the welfare of children, young people, and adults at risk
- To look after your own physical and psychological wellbeing wherever possible
- To support the psychological and physical wellbeing of our colleagues/team and encourage an empathetic and inclusive culture
- To be responsible in helping us achieve our sustainability ambition by contributing to reduce your individual carbon footprint and working towards the organisational objectives in line with the Awen sustainability strategy
- To comply with Awen's policies and procedures

This is not a complete statement of all duties and responsibilities comprising this post, which may have to be varied to meet the changing needs of the business.

Person Specification

The Person (ESSENTIAL CRITERIA ARE INDICATED AS **(E):**

- Ability to work on own initiative as well as a key member of a team **(E)**
- Flexible and proactive approach and attitude **(E)**
- Enthusiasm and drive to make things happen **(E)**
- Solutions focused and able to concentrate on achieving priorities **(E)**
- Ability to work under pressure and deliver outcomes to tight deadlines. **(E)**
- A commitment to providing excellent customer service **(E)**
- Forward thinking and ablet to contribute to the development of Awen **(E)**

Qualifications, Skills, Abilities and Experience:

(ESSENTIAL CRITERIA ARE INDICATED AS **(E):**

- Formal accountancy qualifications e.g AAT or able to demonstrate competence through experience **(E)**
- Formal ICT qualification or ability to demonstrate competence through experience **(E)**
- A full driving licence and access to your own vehicle for work purposes **(E)**
- Able to organise work to meet deadlines **(E)**
- Good verbal and written communications skills **(E)**
- Good time management and ability to follow instructions **(E)**
- Strong administration skills with a methodical approach and attention to detail **(E)**
- Excellent ICT Skills **(E)**
- Able to deal carefully with sensitive and confidential information **(E)**
- Ability to work innovatively and creatively to initiate new developments
- Excellent numeracy skills including collation and reporting of detailed financial data/reporting **(E)**.
- Experience of working as part of a team **(E)**
- Evidence and understanding of Awen's offer and services
- Experience of dealing with financial transactions and cash handling **(E)**
- Experience of using a variety of ICT packages including Microsoft packages **(E)**
- Experience of recording accounting transactions and maintaining financial records **(E)**
- Experience of bank and project reconciliation **(E)**
- Experience of processing payroll, including payroll calculations and responding to queries.
- Ability to speak Welsh