

**Job Title:** Finance Business Partner – South - RM commercial lead

**Reporting To:** Financial Controller

**Purpose:** To work closely with commercial and operational teams to provide governance of and support to local operations, challenging reported results and ensuring compliance with financial processes.

To be the commercial lead in respect of repairs & maintenance commercial activity, improving existing methodologies and defining new practices as appropriate

## Value

### KPIs

<ul style="list-style-type: none"> <li>Review and challenge the Region's trading results, accuracy of forecasts and other company reports</li> </ul>	<i>Accurate Board Reports completed in timely fashion each month.</i>
<ul style="list-style-type: none"> <li>Ensure that budgets set for contracts are challenging but realistic and that robust forecasts and improvement plans are in place to evidence how they will be achieved.</li> </ul>	<i>Robust Budget vs Forecast data available for all projects.</i>
<ul style="list-style-type: none"> <li>Ensuring that best practice consistently prevails throughout the Region's commercial and financial reporting</li> </ul>	<i>Meet profit targets set for financial year</i>
<ul style="list-style-type: none"> <li>Provide support to operational and commercial teams, assisting them with effective management of contractual relationships</li> </ul>	
<ul style="list-style-type: none"> <li>Support activity to ensure that commercial opportunity is optimised and converted as appropriate.</li> </ul>	
<ul style="list-style-type: none"> <li>The repairs &amp; maintenance (RM) lead activity will be through interpretation and interrogation of high volume / low value transactions, identifying trends, opportunities for improvement and identification of exceptions for further investigation by the commercial teams.</li> </ul>	
<ul style="list-style-type: none"> <li>Ensure compliance with financial processes to deliver timely and accurate certification of payments</li> </ul>	
<ul style="list-style-type: none"> <li>Provide support in reconciliation of internal and client systems (including interface arrangements) to ensure that reported amounts are robust, complete, agreed by the customer and will ultimately be able to be invoiced and converted to cash</li> </ul>	<i>Tenders assessed in line with timescales as advised by Bid Team or Directors.</i>
<ul style="list-style-type: none"> <li>Review and improve as necessary, existing systems / interfaces and processes for recording and commercially managing RM activity</li> </ul>	
<ul style="list-style-type: none"> <li>Participating in tender appraisal, bid strategy and adjudication, ensuring that all related financial considerations are addressed</li> </ul>	

## Role Description

<ul style="list-style-type: none"> <li>Ensuring that the post contract administration of projects is reported accurately, identifying and reporting risks / opportunities and in compliance with financial requirements</li> </ul>	<i>Payment received in line with contract conditions.</i>
<ul style="list-style-type: none"> <li>Ensuring that the region's CVR's, forecasts and CID documents are produced in a timely manner and to a high quality standard with accurate information.</li> </ul>	
<ul style="list-style-type: none"> <li>Working with commercial and operational teams to ensure that the region's debt / WIP is kept to an absolute minimum</li> </ul>	
<ul style="list-style-type: none"> <li>Lead on effective financial risk management and protect business reputation.</li> </ul>	
<ul style="list-style-type: none"> <li>Ensure that cash flow forecasts are accurate and are optimised where possible.</li> </ul>	

## Right First Time

### KPIs

<ul style="list-style-type: none"> <li>Playing a key role in the development of Project/Business strategy.</li> </ul>	<i>CMR's adhered to at all times</i>  <i>Complete tasks issued by the Operations Director/Partnership Manager in a timely manner.</i>  <i>CMR's updated as necessary.</i>
<ul style="list-style-type: none"> <li>Ensure that at all times in the conduct of the Region's activities, the company's Commercial Management Rules are strictly adhered to.</li> </ul>	
<ul style="list-style-type: none"> <li>Supporting the Operations Director in the development/implementation of policy and procedure.</li> </ul>	
<ul style="list-style-type: none"> <li>With regard to subcontract procurement: packages are robust harmonising return and risk management; company/group arrangements are exploited/supported as appropriate.</li> </ul>	
<ul style="list-style-type: none"> <li>Vetting of contractual documentation to ensure that post-contract arrangements concur with the basis of the bid.</li> </ul>	
<ul style="list-style-type: none"> <li>Update and develop Commercial Management Rules as appropriate.</li> </ul>	

## Customer Recommended

### KPIs

<ul style="list-style-type: none"> <li>Ensure the cultivation of long term effective internal relationships.</li> </ul>	<i>Internal customer satisfied with finance function</i>
<ul style="list-style-type: none"> <li>Alert the Directors of all disputes/possible disputes with any sub-traders/clients.</li> </ul>	
<ul style="list-style-type: none"> <li>Effective interaction with other members of the Regional team promoting the financial perspective on all issues.</li> </ul>	

## People Promise

## KPIs

<ul style="list-style-type: none"> <li>Actively participating as a member of the Regional management team in financial aspects of the Region's business.</li> </ul>	<i>All direct reports to be issued with clear guidance on their roles and responsibilities.</i>
<ul style="list-style-type: none"> <li>Be a champion for our 'Peoples Promise' recognising the efforts and achievements of other team members.</li> </ul>	
<ul style="list-style-type: none"> <li>Actively participate where possible in the 'Perfect Delivery' programme and support improvement programmes to promote employee engagement.</li> </ul>	
<ul style="list-style-type: none"> <li>Ensure all direct reports are clear in their roles and responsibilities.</li> </ul>	
<ul style="list-style-type: none"> <li>Effecting requisite training at a local level in line with policy and procedure.</li> </ul>	
<ul style="list-style-type: none"> <li>The provision of support/advice to the Operations / Partnership Manager in all matters financial/contractual.</li> </ul>	<i>100% PDR's carried out including PDP's and formal 6 month review.</i>
<ul style="list-style-type: none"> <li>Coach, mentor and motivate direct reports, ensuring development needs are identified and the PDR process is consistent across all staff without exception.</li> </ul>	

## Safe

## KPIs

<ul style="list-style-type: none"> <li>Assist with ensuring Regional team compliance with Morgan Sindall Property Services policies and procedures in respect of Health, Safety, iMS, I.T. and Human Resources.</li> </ul>	<i>Ensure documents in place for cross-regional Commercial Audits.</i>
<ul style="list-style-type: none"> <li>Assist with ensuring Regional team have a suitable knowledge of and ensure conformity with Statutory Compliance e.g. The Housing Grants, Construction and Regeneration Act.</li> </ul>	<i>Ensure documents in place for ISO audits relating to quality systems.</i>
<ul style="list-style-type: none"> <li>Ensure that all orders, both Subcontract and supplier are placed in accordance with company policy.</li> </ul>	<i>Ensure subcontract documentation is in place for Project H&amp;S audits.</i>

## Technical Skills and Knowledge

Safe

People Promise

Right First Time

Value

Recommended

	Basic	Intermediate	Advanced
Form and develop relationships with internal customers.			
Knowledge and protection of contractual position.			
Financial skills to maximise value recovery, ensure cost control and cash management.			
Integrity and independence to provide effective financial governance of regional team			
Knowledge and understanding of budgets and forecast management.			
Review and understanding of CVR's and supplementary financial reports.			
Knowledge and understanding of final accounts.			
IT systems and packages			
Relevant finance qualification (e.g. CIMA) or qualified by experience			
Minimum of 3 years' experience working in operational environment			
Experience of successfully performing in periods of change			
Ability to work independently with little or no supervision			
Regular travel to different business and client sites – every day will likely be at a different location within the London / southern region			
Indirect management and development of indirect reports / commercial & operational team from a finance perspective			