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| Finance Business Partner: |
| **Department: Finance**  Directorate: Finance |
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Organisational overview

Nest is a great government delivery success story. Established in 2010, Nest has been a critical pillar of the government’s automatic enrolment programme, with a public service obligation (PSO) to accept any employer wishing to use the scheme to discharge their automatic enrolment duties.

From a standing start, we have delivered a high quality, low cost pension scheme, open to all, which has not only delivered on its mission, but helped to drive up standards and best practice across the industry. Now with over 13 million members, Nest is playing a critical role in helping people save for their retirement, many of them low to moderate earners who may be saving for the first time and moving jobs frequently.

Nest now occupies a place in the market as a major Master Trust, a sector that has grown following the introduction of automatic enrolment and that we believe has great potential for delivering pensions to mass market consumers for many years to come, leveraging scale to offer low cost, modernised services in the context of strong Trustee governance.

To best serve our diverse customer base, it’s important that Nest has an equally diverse workforce and   
promotes an inclusive culture. This is in line with the organisation’s values and ensures that Nest is a corporation fit for the future.

Departmental overview

The Nest Finance team is split into the following areas: Corporation Finance, Pension Scheme Accounting and Finance Business Partnering (FBP). The Corporation Finance team are responsible for the financial and management accounting for Nest Corporation including the financial accounts, monthly closing, management information and the annual business planning process. The Pension Scheme Accounting team are responsible for the financial management and accounting for the Nest members Pension Fund.

The FBP Team plays the key role of being the interface between the Finance Function and our businesses and other functions. FBPs are trusted advisors providing strategic insight to help the business teams achieve their strategic objectives. FBPs act as the front line of the organisation’s financial control framework helping businesses operate within key controls and ensure financial risks are managed. FBPs also help promote a more commercial and performance driven culture within Nest where we can identify opportunities for continual improvement of finance and business processes.

With the launch of the new Nest strategy, and the appointment of new Executive Committee roles, there are exciting changes underway in our stakeholder businesses and functions. There is a real opportunity to be a part of those changes and to impact their success through the support offered by this Finance Business Partner role.

Scope and deliverables

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| Key areas | Role deliverables |
| Accountability | Given the changing circumstances, the Finance Business Partners will need to remain flexible and the allocation of responsibilities for particular businesses and functions may change, but initially this role is expected to support the key functions such as Commercial, Procurement, Risk, Compliance and Legal.  The role is responsible for ensuring the provision of accurate and timely financial information along with providing high quality analysis and insight to add value and influence decision making. The role should provide robust challenge of all budget holders within the Directorates served to ensure budgets are managed effectively.  Finance business partners are responsible for advising and supporting the business for any projects or initiatives they undertake both as a finance subject matter expert and in process support, ensuring activity operates within the financial controls framework. |
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| Deliverables | **Deliver a high quality finance business partnering service** ensuring that the businesses have access to the information needed. Ensure adequate budgetary controls including Managing Public Money requirements. Drive a culture of value for money and value for our members. In particular:   * Regular contact with budget holders and ExCo members ensuring that they understand their financial results and forecasts * Provision and continuous improvement of the finance management information to drive improved awareness of financial results and spend decisions * Monitoring and reporting on compliance with purchasing processes/controls taking action to ensure non-compliance is reduced where appropriate.   **Contribute to delivering the month-end timetable** to ensure month end management accounts, dashboards and reporting can be completed on a timely basis. Ensuring the processes are controlled, efficient and effective including continuous improvement of the processes and reports e.g. incorporation of improved and systematic reporting via Business Intelligence/XLedger Reporting tools and continuous review and improvement of reports content.  **Provide insightful and actionable commentary** to month end reporting, adding real value to the numbers reported.  **Participate in the annual business planning process** by supporting the design of the budget and the review, assessment and challenge of initiatives and plans.  **Answering ad hoc queries** from around the organisation relevant to directorates covered, for instance on budgets and planning or on information flows into/out of the finance team or any data for which the finance team is responsible.  **Represent Finance on project groups as required** providing subject matter expertise with regards to finance and accounting processes and procedures and broad commercial acumen. Ensure budgetary control over projects, but also that the data flowing to/from finance as a result of any projects is considered.  The role will be expected to contribute to other ad hoc tasks/projects such as co-ordination of additional financial information as required.  Provide cover for other FBPs as required. |
| Relationships and autonomy | This is a key role within the Finance directorate and within the wider Nest environment. The post holder will work closely with other senior members of the Finance Directorate and other departments.  The role is expected to be able to build relationships with colleagues at all levels within the organisation including contact with ExCo members.  Job holders are expected to hold expert knowledge in the application of analysis to support strategic development and are required to be a strong advocate for quality analysis in discussions with senior colleagues.  Though there is no direct line management in this role, the FBPs work closely with a number of other more junior finance roles, in particular Finance Assistants. FBPs support individuals in those roles in personal and professional development. |

Role requirements

Education, qualifications and professional membership requirements

* Degree or equivalent
* Full accountancy qualification is required (e.g. ACA, CIMA, ACCA, CIPFA, etc.).
* 2 years PQE

Experience and technical skills

The successful candidate will be able to demonstrate the following experience and technical skills:

* Financial reporting and the management of financial data through integrated financial systems such as XLedger
* Financial analysis to provide insightful and actionable outcomes using Excel and other data analytics tools
* Finance business partnering in a structured, professional environment or roles that have required developing relationships with and supporting non-finance stakeholders
* Experience of communicating credibly and confidently with senior management and business stakeholders

Personal attributes required

We are looking for an employee with the following attributes:

* Commercially and strategically minded with intellectual curiosity about Nest’s businesses
* Analytical ability to interpret high volumes of complex data and distil into concise insightful actions
* A high degree of accuracy and attention to detail
* Self-starter working on their own initiative to identify opportunities
* Flexibility to work in a dynamic and changing environment
* Strong communication skills (verbal and written) particularly to non-finance stakeholders
* Focus on financial controls and process efficiency
* Delivery focused approach with ability to prioritise high volumes of challenges with positive attitude
* Stakeholder management including influencing and conflict management