

**JOB DESCRIPTION**

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| **Job Title** | **Location** |
| Finance Business Partner | Agile Working Option\*\*Regular travel to our Head Office is required. Head Office, 1 Ravenhill Reach Close, Ormeau Embankment, Belfast, BT6 8RB |
| **Accountable To** |
| Director of Finance |
| **The Service** |
| Finance Department  |
| **Purpose of the Job** |
| The Cedar Foundation have approx. 650 employees and delivers a range of services that enable people with disabilities to get the most out of life and to be fully included in their communities. Our services are centred around the individual needs of each person and are delivered throughout Northern Ireland.The role of Finance Business Partner is to ensure that the Cedar Foundation as an organisation performs effectively and efficiently, complying with all requisite external and internal reporting and compliance requirements. The role will involve supervision of the broad range of functions within the department, primarily around management accounts, variance analysis, budgeting and forecasting as well as management of associated staff. Staff development and mentoring will comprise an important aspect of this role.  |
| **Salary/ Hourly Rate** | **Hours of Work** |
| £37,035 – £41,511 per annum (*Depending on experience*) | 37 Hours per Week Monday – Thursday (9-5pm)Friday (9-4.30pm)*The successful candidate will benefit from flexi-time* |
| **Closing Date** | **Length of Contract** |
| **Tuesday 15th March 2025 @10am** | Permanent |

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| **Our Benefits** |
| * Starting on 23 days annual leave pro rata plus Cedar recognises 12 statutory days.
* Annual incremental pay increases on a point salary scale.
* Auto-enrolment pension through Standard Life. Employer contribution 4%, employee contribution 5%.
* Occupational sick Pay Scheme, increases with length of service.
* Employee Assistance Programme – Westfield Healthcare.
* Investor in People Platinum accredited organisation with commitment to development of the staff team through training and learning opportunities.
* Staff recognition & reward incentives aligned to high standards of performance.
* Working from home and agile working benefits.
* Flexi-time policy.
* Cycle to Work scheme.
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| **Our Vision, Mission and Values** |
| **Our Vision** is an inclusive society for all.**Our Mission** is to support individuals and families living with disability, autism and brain injury to live the lives they choose. **Our Values** are **C**ollaboration, **E**quality, **D**ignity, **A**chievement, **R**esilience. |

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| **Key Duties and Responsibilities** |
| **Customer*** Assist with grant applications and claims as appropriate.
* Support on grant and verification audits as appropriate.
* Support Finance Improvement Plans for services.
* Support on development bids.
* Training for non-finance staff.

**Financial*** Supplier contract review and renewals including leading on tender processes.
* Monthly Management Accounts reports including variance reports.
* Budgeting and Forecasting.
* Assist with Cedar Management accounts and budgets.
* Project Management support.
* Annual finance returns to Supporting People for Cedar and Croft.

**Internal Processes*** Ensure compliance to GDPR and promote cyber security within the department.
* Ensuring the day to day running of the Business Partnering section of the finance department is in line with existing internal controls and good practice.
* Ensure compliance with statutory returns eg Companies House, Quarterly Capital Return and Charity Commission.

**Organisational Capacity*** Line management.
* To provide training to staff as required.
* Provide support and mentoring role.

**General*** To always undertake your role in a professional manner maintaining a high-quality standard of work, and to work in accordance with the aims, values and ethos of the Cedar Foundation.
* Undertake relevant projects and initiatives which positively support the vision, values and objectives set out in Cedar’s Strategic Plan and Innovation work.
* To adhere at all times to all Cedar organisational policies and codes of conduct.
* The willingness and ability to work flexibly to meet the requirement of the role.
* To participate positively and professionally in supervision and appraisal processes.
* Be self-aware and lead on your own training and development needs.
* Understand that this post may evolve over time and that this job description will therefore be subject to review in the light of changing circumstances. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.
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*This Job Description is a general outline of the post as it is currently perceived by The Cedar Foundation. It is not intended to be restrictive or definitive. Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation’s strategic plan. The responsibilities of the post may change in line with continuous improvements as Cedar aims to meet its vision and best respond to the needs of disabled people accessing our services.*

*This recruitment campaign will retain a reserve list for similar posts including permanent, fixed term, temporary, full time and part time.*

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**PERSONAL SPECIFICATION**

***CRITERIA –*** *all applicants MUST be able to demonstrate either at short-listing or at interview all essential criteria listed below. Applicants should therefore make it clear on their application form whether or not they meet the required criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.*

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| **Essential Criteria** |
| **Criteria** | **Assessment** |
| 1. | Qualified accountant (CIMA, ACA, CIPFA or ACCA).  | Application form / Interview |
| 2. | At least 3 years’ experience of management in a finance function within a large diverse organisation with multiple income streams and cost centres. | Application form / Interview |
| 3. | Experience in management accounts, forecasting and budgeting. | Application form / Interview |
| 4. | Knowledge of ISO systems or other quality management system. | Application form / Interview |

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| **Desirable Criteria** |
| **Criteria** | **Assessment** |
| 1. | Experience of grant funding, including completion of grant claims and applications. | Application form / Interview |
| 2. | Experience in managing and mentoring staff. | Application form / Interview |

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| **Values Competency** |
| **Criteria** | **Assessment** |
| 1.  | **Collaborative** working and the ability to work in a team to deliver our vision and strategic aims | Interview / Probationary |
| 2. | Commitment to building a community that recognises **Equality** and **Diversity**  | Interview / Probationary |
| 3. | Ability to support service users to **Achieve** their full potential | Interview / Probationary |
| 4. | Committed to ensuring the provision of high quality person centred services. | Interview / Probationary |
| 5.  | Demonstrating **Resilience** to meet the objectives of the job | Interview/ Probationary |

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| **Role Competency** |
| **Criteria** | **Assessment** |
| 1.  | **Providing direction** - We expect all Leaders and Managers within Cedar to ensure objectives are clear and people are actively encouraged to participate in planning these. As a result, we expect each person to support the achievement of our vision, mission and values. As part of this process we expect Leaders and Managers to inspire, motivate and demonstrate good governance in the achievement of that vision. | Interview/Probationary |
| 2. | **Facilitating change** - We expect our Leaders and Managers to be passionate about facilitating change to enable Cedar to respond to the changing needs of people with disabilities, autism and brain injury. We want leaders to encourage collaboration with stakeholders and to be innovative in responding to change in a way that upholds Cedar’s values and demonstrates continuous improvement. | Interview/Probationary |
| 3. | **Leading, Managing and Developing People** - We expect our Leaders and Managers to develop, recognise and value individuals and teams. We want our Leaders and Mangers to build relationships, networks and partnerships that enables people to perform at their best in line with Cedar’s values and the promotion of a ‘can do’ culture. | Interview/Probationary |
| 4. | **Using resources** - We expect our Leaders and Managers to effectively and efficiently secure and use resources, including: financial resources, procurement of products and services, appropriate use of physical resources and the creative use of technology, including information and knowledge, to promote the delivery of Cedar’s vision. | Interview/Probationary |
| 5.  | **Achieving results** - We want to achieve the best possible outcome for every individual who uses our services. This includes learning from others to improve knowledge, explore new approaches and nurture innovation. Our Leaders and Managers will set high standards based on clear benchmarking with best in class organisations. | Interview/Probationary  |
| 6. | **Managing self & personal skills** - We expect every Leader and Manager to take ownership for their own learning and development, constantly looking to the future, self-assessing and creatively responding to personal development opportunities. | Interview |

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| **Conditions of Employment** |
| **Requirement** | **Assessment** |
| 1. | The Right to Work in the UK. | Provide original Right to Work documentation |
| 2.  | Provide 2 satisfactory references, one being from the most recent employer. | Give the name and contact details of referees in the application form and inform them that they will be contacted. |
| 3.  | Able to fulfil the Occupational Health requirements for the post which includes being physically and mentally fit for the purposes of the work. | Complete and return the Medical Questionnaire and attend an Occupational Health Assessment, if required. |
| 4.  | Have a full current driving licence and access to a vehicle for the purposes of work. Business Insurance is required.*This criterion will be waived in the case of a suitable applicant who has a disability, which prohibits them from driving but who is able to organise suitable alternative arrangements in order to meet the requirements of the post in full.* | Provide a valid diving licence (both parts) and evidence of insurance that covers business use. |
| 5. | Standard Access NI Check. | Apply for an Access NI check online and provide the relevant ID without delay. |
| 6.  | Evidence of education as detailed in essential criteria.  | Provide evidence of qualification. |

# **THE CEDAR FOUNDATION IS AN EQUAL OPPORTUNITIES EMPLOYER**