

Job Title:	Finance Business Partner (Enterprise)	Job	2
Reporting to:	Senior Finance Planning & Strategy Manager – Enterprise	Band:	
Directorate	Financial Planning & Insight	Team	Finance
Direct Reports:	0		

Job Summary

- The Finance Business Partner is responsible for providing a best-in-class business partnering to St John's Enterprise Network, with high quality analysis and commercial insight to both support and influence strategic decision making by St John's management teams.
- They will support the Senior Finance Planning & Strategy Manager - Enterprise and operate within a team to deliver against the broader responsibilities and strategic direction for Training & Supplies.
- They will also be a key member of the Financial Planning and Insight team to ensure delivery of the annual three-year budgeting process, that is aligned to strategic operational plans, and the analysis of the financial performance and forecasts of the business against it. This will require regularly meeting with relevant stakeholders to critically review and challenge reported performance against agreed plans.

Key Responsibilities

- Provide impactful and effective finance business partnering to St John Budget Holders, the Senior Management and Executive Teams.
- Deliver high quality business and financial analysis, with detailed outcomes and benefits, to identify and present coherent rationales for change, to support continued coordinated, consistent and effective delivery of services across St John.
- Work with the relevant stakeholders, to timetable in the production of the charity's monthly management accounts and the annual budgeting and in-year forecasting process that is the aligned to business plans.
- Drive continuous improvement in St John's financial management reporting, forecasting and analysis.
- Drive continuous customer experience improvement by simplifying and improving St John's financial processes, to provide your collective internal and external customers, an efficient and effective finance experience.
- Provide financial acumen, support and challenge to St John's income generation teams, including pricing and financial analysis of new and existing products, contracts and development of process efficiencies and definition of solutions for operational effectiveness
- Drive analysis and review of information and processes (including cost base and pricing) to ensure operations achieve value for money, sustainability and maximise their commercial output and resource efficiencies
- Provide insight through KPIs and reports that offer relevant insight and information on Enterprise business units
- Provide clear and understandable narrative to stakeholders and the rest of the team, advocating good accounting principles and helping to educate, inform and develop others within the wider finance team.
- Identify financial risks and ensure that adequate measures and controls are in place for them to be controlled and managed, or escalated where necessary.
- Work with operational business partners to provide the financial analysis and appraisal for bids, tenders and business cases, including cost/benefit of capex investment projects, and support the preparation and submission of business cases to Executive Teams for approval.
- Work together with commercial analytics team to provide insightful metrics, analysis and reporting to help explain and predict likely performance, highlighting risks & opportunities including comparison of competitors and external market markers
- Utilise technology and tools to continuously improve the presentation and content of the charity's financial management reports to best support and meet the needs of Budget Holders, the Senior Management and Executive Teams.
- The FBP also supports the Senior Finance Planning & Strategy Manager – Enterprise and operates within a team to deliver against the broader responsibilities and strategic direction for the Enterprise network and broader FP&A remit.
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder.

Important things you need to know about this job

- Have the ability to work on own initiative and be highly motivated to achieve both personally and with the team, whilst in a hybrid working environment
- Be willing and able to travel from time to time, for example to attend meetings, training, etc. Main locations are London, Birmingham and Bristol but travel to other locations may be required on occasion
- Be willing to adapt and learn new skills
- Be highly proactive in challenging the business on all areas of their operation

Our Values and Commitment to Equality, Diversity and Inclusion

- Our Values spell HEART which stands for Humanity, Excellence, Accountability, Responsiveness and Teamwork.
- Everyone who works at St John needs to be familiar with the HEART values and exemplify them.
- We are committed to being an organisation that is inclusive and welcoming of individual differences while championing equality of treatment and opportunity.

Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
Education and Qualifications		
5 GCSEs (Grade C or equivalent) including Maths & English	✓	
Professional Accounting Qualification (ACA, ACCA or CIMA)	✓	
Experience		
Significant experience in managing the day-to-day, monthly and annual production of management accounting processes	✓	
PQE experience in commercial finance roles	✓	
Demonstrable, previous, extensive experience in a finance business partner role	✓	
Track record of delivering high quality business and financial analysis, that provides insight into; business outcome drivers, the future business state, alternative scenarios and options.	✓	
Track record of supporting the end-to-end processes for in-year forecasts and annual budgets and three-year plans that is aligned to business strategy.	✓	
Experience in dealing with a stakeholders at all levels, internal and external	✓	
Experience in identifying, controlling and managing risk, cost savings and efficiencies.	✓	
Business case investment costing and appraisal		✓
Skills, knowledge and abilities		
Is naturally curious and has a genuine interest in change and technology, takes personal ownership and possesses a flexible 'can do' mind set	✓	
Possesses business acumen	✓	
Excellent influencing with confidence and gravitas to respectfully challenge	✓	
Able to use Microsoft technologies at an advanced level (particularly excel)	✓	
Able to manage and resolve conflicting priorities and stakeholder concerns	✓	
Experience of using BI and reporting capabilities, maximising efficiency in		✓
Is an analytical thinker and problem solver	✓	
Be willing and able to exemplify the HEART values	✓	

DBS Requirement	Yes	No
Does the role require a DBS check to be carried out to be successful for the role	✓	
If 'Yes' what level of DBS check is required for the role? Is it Basic		

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.	
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