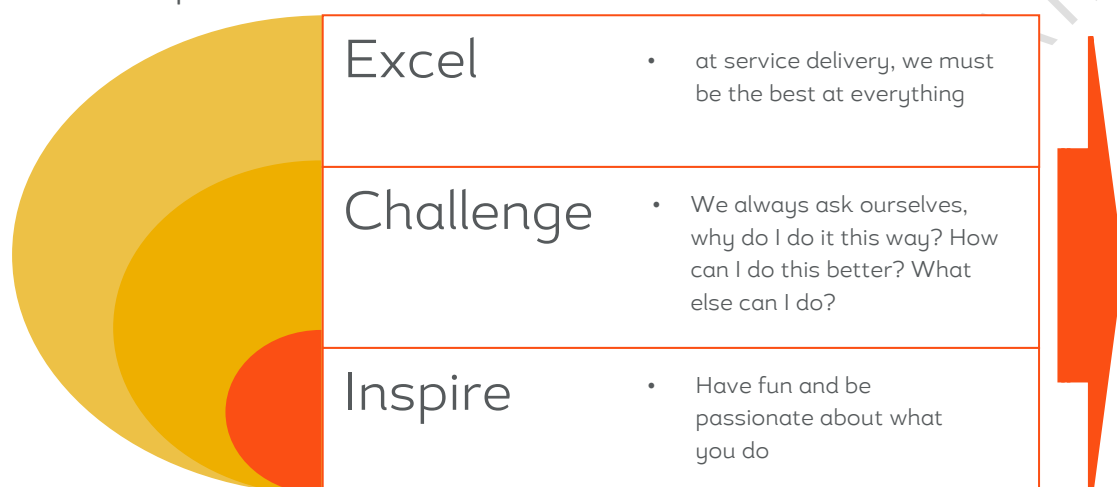


Job description template

Business Unit:	Engineering Services
Job Title:	Finance Business Partner, Projects
Reporting to (position)	Senior Finance Business Partner, Projects
Location:	Nationwide (with some travel)

Our values and behaviours

An individual's belief in our values and behaviours is as important as their technical and/or professional know how which is why our Job Descriptions are written with these in mind.



Job objectives and responsibilities

The role reports to the Senior Finance Business Partner, Projects and is part of the Engineering Services Regions finance team. The role is extremely commercially focused, supporting Project managers, operations and business development teams. The key to being successful in this role is adding value – supporting growth targets by winning additional business from this client with the business development teams and working with operations to ensure we maximise revenue from existing business and make sure we deliver our services as efficiently as possible, ensuring project profitability is maximised and working capital management is optimised.

The FBP is pivotal in supporting this element of the business. In working closely with the operational and business development teams and being a part of the day to day running of the business. The FBP will play a key role in ensuring FSS delivers accurate reporting of the monthly results, ensuring they reflect the current performance of the business and driving initiatives as required. The FBP will also be instrumental in compiling the annual operating plan, the quarterly forecasts and OGSP's, as well as ad hoc financial analysis to support business decisions, business cases and bid development - ensuring we understand how internal and external influences will impact the business and making the best decisions for the Mitie group as a whole.

The individual will be a part qualified accountant, newly qualified or qualified through experience - ideally with 3+ years commercial experience, excellent analytical skills and an ability to understand and solve complex issues. The individual is a good communicator, have excellent stakeholder management skills and be an effective influencer, comfortable working in a matrix environment.

Main duties

- Working with FSS to ensure timely and accurate completion of monthly management accounts ensuring integrity, accuracy, consistency and providing clear visibility of the financial health of the business unit.

- Supporting FSS in the accurate accounting on accrued and deferred income and costs on a monthly basis, with clear visibility and communication to the business on non-current debt.
- Understanding and challenging current business practice, identifying and implementing initiatives to improve process and deliver business growth objectives.
- Partnering with the business leads to prepare full annual operating plans and periodic forecasts.
- Support business development/sales teams to identify, track, review and financially appraise the potential sales pipeline within the area.
- Close working relationship with FSS to ensure accurate and timely billing, efficient payroll reporting and driving improvements in the working capital.
- Being pro-active in identifying and implementing added value opportunities.
- Responsibility for managing the WIP process on projects which remain managed in house.
- Detailed financial analysis and presentation of financial information to support decision making.
- Ad hoc analysis and presentation of complex financial information in response to senior management requests.
- Work closely with the Divisional senior management to help drive business performance and provide high quality financial information.
- Develop and report KPI's relevant to the business.
- Support operations teams with cost management of project costs.
- Identify and drive financial efficiency ensuring the correct allocation of the business resources.
- Provide objective challenge to the projects performance and plans.
- Provide forward looking insight utilising experience of the past and utilising financial and business skills.
- Undertake project profitability analysis, providing insight to Operations on opportunities and risks.
- Develop business cases and support the bid process for new business.
- Support business adherence to group financial governance processes.

* Division = part of Business Unit Head of Finance is supporting

Person Specification

- ACCA, ACA, CIMA, CIPFA part qualified; newly qualified or qualified through experience, ideally with 3+ years commercial experience.
- Advanced Excel skills.
- Influential and motivational leadership capability.
- Experience of working in a fast paced environment and ability to prioritise a changing workload and use initiative.
- Strong performance management skills.
- Good communication skills with the ability to present complex financial information.
- Effective at operating in a matrix environment.
- High level of integrity with a commitment to embedding a strong governance culture.
- Previous business partnering experience and knowledge of the sales pipeline/bid process would be advantageous.
- A hardworking individual with lots of energy, who can deliver high quality work to tight reporting deadlines and demonstrate desire to progress within the company.
- Able to produce concise and informative reporting under tight deadlines.

Working within the Mitie values and behaviours

People Mitie is a people business. It's our people, and their drive to do their jobs to the best of their ability that makes us different.

Trustworthy -

We do what we say we will

How we behave...

- We treat all colleagues with respect
- We challenge people when they don't do the right thing
- We welcome advice from anyone that might improve what we do
- We are open and honest

	<ul style="list-style-type: none"> We think safety and always follow rules for safe working
Helpful - We go out of our way to make a difference	How we behave... <ul style="list-style-type: none"> We work with each other to achieve the best for clients and for Mitie We share information to help colleagues succeed We build great relationships Our first response to requests will always be positive We look out for each other, never walking by unsafe actions or situations
Inspiring - We help others to be the best they can be	How we behave... <ul style="list-style-type: none"> We support and encourage each other to develop We lead by example We set clear expectations We listen to and learn from others We learn from mistakes and incidents to prevent recurrence
Passion Take our people, add their passion, and you get something really special.	
Spirited - We give it everything we've got	How we behave... <ul style="list-style-type: none"> We do good things for each other, the environment and the community We appreciate diversity and encourage it We demonstrate team spirit We are committed to doing things better and setting new standards in all that we do We take pride in what we do and have fun doing it We celebrate success and say thank you
Fresh thinking We want our people to find inspiration from skill development and career progression, and enjoy respect and recognition for a job well done.	
Pioneering - We do things that excite and amaze	How we behave... <ul style="list-style-type: none"> We bring new ideas to the way we do things We are willing to try new things We encourage and support innovation We consider things from other peoples' points of view We embrace new thinking and technologies We build health & safety into everything we do

Health and Safety responsibilities <ul style="list-style-type: none"> Follow Group and company policies and procedures at all times; Report any apparent deficiencies in systems of work or equipment provided that may result in failure of service delivery or risk to health and safety or the environment; Use all work equipment and personal PPE properly and in accordance with training received; Report any issues or training needs to your Line manager and /or via your divisional incident reporting system;
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Note
This job description is intended to give the post holder an appreciation of the role envisaged for this position and the range of duties undertaken. Specific tasks and objectives will be agreed with the post holder throughout the period of employment. The job description may be varied from time to time by the Company to reflect changes in the post holder's role and/or the needs of the business.