

Job Description

Job Title	Business Partner
Team	UK +
Grade	Associate
Reporting to	Finance Unit Lead
Direct reports	None
Key clients (internal/external)	Local and International Finance Teams, Project Operations Team, Project Directors and other Key Stakeholders
Based in	Bath/London/Leeds/Edinburgh

Responsibilities and Accountability
<p>Overview</p> <p>An opportunity has been created in UK + finance team. The successful candidate will be a key addition to an already established finance team.</p> <p>This role will be bringing a blend of both statutory and management accounting skillsets together.</p> <p>The successful candidate will be responsible for the production of end-to-end management accounts, the accurate reporting of revenue and costs on projects, as well as supporting junior members of the team with other month end BAU and ad-hoc tasks.</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • Preparation and control of monthly management and project accounts • Preparation of annual budgets and quarterly forecasts • Hold regular finance project reviews for assigned portfolio, acting as a business partner to provide guidance and challenge to project performance • Review of debtors to manage risks for project portfolio • Knowledge of project and operational risks and opportunities within the region and project portfolio • Working collaboratively with the Project Operations Team • Financial and commercial decision support • Presentation of financial analysis and monthly financial commentary to project Leadership teams • Liaison with other Group and Regional finance teams • Control and ownership of multiple cost centres within the business • Quarterly WIP reporting for project portfolio • Point of contact for financial issues on assigned cost centres • Compilation of any ad hoc reports, presentations and information requests • Ensure adherence of local finance systems and processes • Meeting all financial deadlines • Proactive approach to continuous improvement within all aspects of the role

Skills and Experience**Required Skills:**

- Resilient with excellent communication skills and demonstrable attention to detail.
- Excellent Microsoft Excel skills; the ability to set up and maintain supporting financial systems.
- Highly organised with the proven ability to prioritise and work to tight deadlines.
- Confident, proactive character, with the ability to take the lead in challenging situations; able to work unsupervised and use own initiative.
- Positive and collaborative approach to support and develop relationships with key non-financial stakeholders.

Required Experience:

- Experience of having operated at a similar level of responsibility, providing technical accounting and financial information along with guiding and supporting strategic and tactical decision making.

Desirable Experience:

- Experience of professional services or engineering/construction industry would be an advantage
- Experience of Agresso accounting system would be useful but not essential
- Experience of Deltek Vantagepoint would be an advantage but not essential

Required Qualifications and Accreditations:

- CIMA/ACCA/ACA Finalist or Fully Qualified

Important information for the post-holder

- You must at all times carry out your duties with due regard to BuroHappold policies and the BuroHappold Equal Opportunities Policy which can be found on Magellan and/or your employee handbook.
- You are responsible for encouraging and maintaining high standards of OH&S in all areas under your control; meeting or exceeding targets and reporting on OH&S Key Performance Indicators.