

Lead Finance Business Partner (I)

Job purpose: To lead and be part of an effective and value-added financial business partnering service to all levels of The Law Society. Act as the key liaison between TLS Group Finance and the business providing advice on financial impacts, risks and opportunities to support business decisions. Work closely with the business to ensure that budget managers monitor and understand their business performance and financial position including medium- and long-term views. To provide reliable and trusted financial advice to senior managers.

Accountabilities:

General Accountabilities

- Make timely decisions in a self-assured way when required and be able to justify and maintain own position when challenged.
- Consistently deliver high-quality work on time and against commitments.
- Oversee the work of a team of finance business partners and assistant management accountants.
- Identify and manage the teams' strengths and weaknesses and resolve issues to achieve shared goals; promote trust, openness and respect for others; guide and motivate team.
- Be an advocate for change and continuous improvement.

Key Accountabilities

- Manage the provision of standardised management accounting services for TLS, including all aspects of business planning, forecasting, financial reporting and financial control.
- Develop a good understanding of the overall business and build good working relationships (through demonstrated integrity) with the people working in it to provide clear advice and support to improve financial understanding, awareness and control within the business.
- Interpret and analyse MI, identifying causes of variance using an understanding of the data & key issues and provide key points to support decision making.
- Identify trends, forecasts and "what if" scenarios to help track performance against objectives and suggest improvements.
- Apply advanced costing & pricing techniques for products and services and make recommendations to help contribute to the achievement of improved profitability of products.
- Undertake the co-ordination and consolidation of the budget process bringing together the work undertaken by the team in conjunction with budget managers. Challenge anomalies in figures and identify trends in areas of responsibility recommending actions for improvement.
- Report on the financial elements of a change programme/ project providing supporting information to explain the financial position.
- Undertake the co-ordination and consolidation of the finance process bringing together the work undertaken by the team. Assess and challenge business

forecasts ensuring the information is accurate and evidence based.

- Ensuring that effective financial controls operate across TLS, and that financial risk is understood and minimised.
- Identify, interpret and apply control guidelines and requirements on specific governance issues.
- Promote the application of risk management and a risk-based approach to internal control.
- Supporting the development of performance management approaches, including KPIs and dashboards.
- Lead cross-functional business initiatives and encourage the team to cultivate relationships across the business.
- Support the successful closedown of the financial year end of The Law Society Group through coordinating the provision of accurate working papers and timely responses to audit queries by the Planning & Analysis Decision Support Team.

Knowledge, skills and experience

Essential:

- Qualified/ newly qualified accountant, with operational financial and management accounting experience.
- The ability to integrate the strategic and operational components and relate these to a complex environment.
- Significant experience of leading, motivating and developing a team to deliver excellent performance and customer service.

- Advanced Microsoft Office Skills, i.e. Excel, Word and PowerPoint
- Experience of using accounting and operational systems

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- Strong communication skills, written & oral, with the gravitas to establish meaningful and trusted relationships and engage and influence colleagues and stakeholders across the Society
- Experience of implementing change, including new systems and processes and influencing others to deliver improvements.
- Ability to work efficiently and to a high degree of accuracy.
- A specific focus on customer service.

Desirable:

- Knowledge and experience of costing & pricing
- A good understanding of the Law Society's business operations and culture

Planning & Organising

- Balancing professional accounting standards, policies and practices with the operational and strategic requirements of The Law Society.
- Working to a corporate level plan.
- The ability to overcome roadblocks and deal with strategic and operational issues as they arise.
- Creativity and flexibility of approach to ensure success
- Champion for continuous improvement

Dimensions

- Working across The Law Society, influencing stakeholders at all levels.
- Reporting into the Head of Finance
- Supporting the development of a team of finance business partners and assistant management accountants.
- Law Society commercial income of c£15m pa with c£50m of expenditure pa.

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