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| **RAC ROLE PROFILE** |

**Title: Business Services Finance Manager Reports to: Business Services Finance Business Partner**

**Business: Finance Location: Bescot Grade: D**

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| **Role Purpose**  Finance Manager (D)  Supporting the Finance Business Partner, drive the financial performance of Business Services  Provide full and accurate financial information, decision support, financial guidance and advice, insight and commercial challenge  Support and provide flexibility across all Business Services areas as priorities require | **Accountabilities**  Understand the Group Strategic Plans & Priorities, and the specific short- and medium-term targets you are involved in influencing  Inform business leaders and their decision-making through commercial understanding of the business area you support, with emphasis on:   * Optimisation of partner accounts * Key revenue, cost and profit drivers * Commercial terms and KPIs * Produce pricing for mid-term price reviews or new business proposals   Support the business area in developing annual budgets and forecasting   * Revenues, costs and profitability by partner * Supported by key revenue and cost drivers, and clear assumptions * Fully understood, monthly phased budgets and KPIs * Producing quarterly / ad hoc re-forecasts * Clear understanding of KPIs and performance against these   Effective and efficient accounting, producing timely and accurate numbers   * Understanding of accounting policies * Produce costs, revenues, balance sheet and cash flows for Partner accounts * Simplify processes * Checking and challenging numbers to ensure commercially viable and optimal * Understand tax treatments   Ensure financial controls operate effectively   * Timely, accurate month end cut off   Support reporting of financial performance   * Monthly costs, revenues, balance sheet and cash flows * Timely production of Group reports that are relevant and inform business leaders & Exec * Effective communication of performance to enable understanding of reported results and impacts   Support the provision of effective financial insight, analysis and challenge   * Analyse results vs budget/prior years and understand performance drivers * Identify areas of under/over performance * Identify underlying performance * Assist in drawing out and highlighting trends   Enforce standards and controls of Board, Group Finance and regulatory bodies   * Understand Board delegated authorities * Ensure spend follows group processes * Ensure accounting standards are followed and adhered to, identifying risks as appropriate   Deliver success through building and maintaining effective relationships and partnering disciplines   * Across all levels of Finance * Across Business Services sales team, including senior management * Other business functions as required * Legal, Tax, Audit, compliance & Regulatory teams as required | **Qualifications, Skills, Specialist Knowledge & Experience**   * Part Qualified accountant with relevant finance experience * Financial Modelling Skills * Strong Analytical skills * Good understanding of relevant commercial disciplines * Excellent relationship management and influencing skills * Excellent organisational skills * Ability to assimilate information and make decisions quickly * Able to challenge constructively * Strong communications skills – written and verbal | **Competencies & Behaviours**  Need to exhibit behaviours consistent with RAC core values and competencies.  Key competencies:   * Achievement Drive – Level 4 * Commercial Awareness – Level 4 * Judgement & Decision-Making – Level 4 * Interpersonal & Influencing Skills – Level 4 * Continuous Improvement – Level 4 |