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| **ROLE Title:** | FINANCE BUSINESS PARTNER | **DAte:** | **MAY 2025** |
| **GRADE:** | D | **Business Unit:** | FINANCE |
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| **Role** | **Key Responsibilities:** | **Skills / Knowledge / Experience/Qualifications:** | **Competencies / Values** |
| **Role Purpose**:Join our fast-paced Operations Finance team, playing a key role in managing the day-to-day financial performance of Roadside Operations. You’ll take ownership of key workstreams, providing insight, analysis, and commercial challenge.**Reports to:** Senior Finance Business Partner Roadside**Operations Overview:** Manages the delivery of breakdowns from call to attendance. You’ll work collaboratively with the business on the financial drivers/ KPIs that positively influence both cost and service so that we can continue to provide exceptional service to our members | ***What the role must deliver:*****Understand the Group Strategic Plans & Priorities, and the specific short- and medium-term targets you are involved in influencing.****1. Financial Management & Reporting*** Delivering budgeting, forecasting, and monthly reporting processes as well as periodic reforecasts and weekly trading updates
* Produce accurate and timely financials across P&L, balance sheet, CAPEX, and cashflow
* Clear understanding of KPIs and performance against these
* Ensure compliance with accounting policies, regulatory standards, and group reporting requirements

**2. Financial Control & Governance*** Maintain and improve robust financial controls across all areas of responsibility
* Perform reconciliations and ensure accurate month-end cut-offs
* Enforce spend approvals, delegated authorities, and procurement processes
* Support internal and external audit, tax, and compliance activities
* Identify and mitigate financial risks, flagging issues where appropriate

**3. Commercial Insight & Performance Analysis*** Analyse performance against forecast, budget, and prior periods, with an emphasis on costs/cost optimisation, savings initiatives and key drivers
* Identify and explain variances, trends, and improvement opportunities
* Support commercial decision-making including pricing, tenders and cost-benefit analysis
* Provide clear, actionable insight to finance and non-finance stakeholders

**4. Continuous Improvement & Process Ownership*** Identify opportunities to improve reporting accuracy, speed, and clarity
* Take ownership of assigned workstreams and work independently
* Promote best practices, automation, and consistency across financial processes

**5. Stakeholder Engagement*** Build trusted relationships across finance, operations, and senior leadership
* Represent finance in cross-functional initiatives, providing challenge and guidance
* Translate financial data into meaningful insight for non-financial audiences
 | **Skills:*** Inquisitive, curious, and proactive in seeking out better ways of working
* Strong sense of ownership with the ability to manage workstreams independently
* Excellent attention to detail and commitment to accuracy
* Strong financial control skills
* Skilled in financial analysis, modelling, and performance reporting
* Strong communicator and influencer, able to challenge constructively and build relationships
* Highly organised and capable of managing competing priorities under pressure
* Commercially focused, with a continuous improvement mindset

**Qualifications & Experience:*** ACA, CIMA or ACCA qualified accountant with relevant post qualification experience
* Strong background in financial planning, reporting, and business partnering
* Demonstrated ability to work autonomously and lead key initiatives to completion
 | Need to exhibit behaviours consistent with RAC core values and competencies.* Achievement Drive – Level 4
* Commercial Awareness – Level 4
* Judgement & Decision-Making – Level 4
* Interpersonal & Influencing Skills – Level 4
* Continuous Improvement – Level 4
* Developing Self and Others – Level 4

**Handle it Together**I care about our impact on others and I do the right thing by acting with integrity and being fair  **Exceptional Service**I keep the best interests of our Customers and Colleagues at the heart of everything I do I go the extra mile to enhance our customer's experience **Raise the Bar**I'm driven and ambitious to be the best I can be and always look for ways to improve challenge myself and others to do better every time and set stretching targets **Own It**I lead by example – I do what I say I will and take ownership of issues |