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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 |