



Candidate Information Pack

Finance Business Partner

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| Job Title | Finance Business Partner | | |
| Purpose of Job | To deliver a valued, solutions-focused Finance Business Partner service that supports internal leaders to effectively deliver their work plans. | | |
| Salary | Competitive | | |
| Hours | 37.5 hours | Basis | Full Time |
| Length of Contract | Permanent | | |
| Primary Work Base | UK Headquarters, The Lodge, Sandy | | |
| Line Manager | Financial Planning & Reporting Manager | | |
| Key Result Areas | | | |
| <p>Key results areas:</p> <ul style="list-style-type: none"> • Develop effective working relationships that influence and challenge senior management teams, so that the role of the Finance Business Partner is an integral and valued part of the organisation. • Working in cross-functional teams to provide transformational advice on new initiatives, investment appraisals/organisational restructures/matters of risk and control in order to support effective decision making. • Support senior managers to develop their financial plans so that the corporate strategy is realised. • Build capability and knowledge in managers so that they can effectively manage their budgets through effective financial information, support and advice. • Identify financial risks and work in collaboration with managers to design effective mitigation strategies. • Identify, research, design, gain approval and successfully implement new Finance initiatives and ideas for change based on business analytics and expert knowledge of client areas. • In conjunction with the Head of Finance, contribute to the development of the wider Finance Department Strategy to make the service best in class. • Working with the Finance Operations team, ensure the highest level of customer service and support is delivered and operating styles and procedures are continuously reviewed so that the service is business focused in the delivery of objectives. | | | |
| Key Contacts and Working relationships | | | |
| <p>Internal:</p> <ul style="list-style-type: none"> • Directors and Senior Managers to provide advice, support and strategic direction. • Management teams to provide joined up business focussed support for the financial management of their operations. • IS and HR Business Partners to ensure a joined up and “One Team” approach to new initiatives and developments. • Financial Controller to pay due regard to legislative implications and control issues. <p>External:</p> <ul style="list-style-type: none"> • Networking contacts for information sharing, benchmarking and idea gathering. • Advisors for professional advice (e.g. Legal). • Professional bodies for continuing professional development. • Liaising with partners where formal partnership arrangements exist or where there are ongoing obligations regarding financial reporting | | | |
| Essential Qualifications | | | |

Essential qualifications:

1. CIMA qualified or equivalent

Essential Knowledge, Skills and Experience**Essential knowledge:**

1. Sound knowledge of accounting legislation

Essential skills:

2. Ability to act as a critical-friend to senior management balancing challenge and support.
3. Ability to influence decision makers through sound logic, diplomacy and assertiveness.
4. Ability to evaluate incomplete and complex financial information, to develop and consider a range of possible options and make a judgement as to the recommended course of action.
5. Ability to convey appropriate financial messages to various audiences.
6. Sound coaching, mentoring, presentation and training skills.
7. Ability to ascertain financial trends and calculate the impact of them on the organisation under various scenarios.

Essential experience:

8. Substantial management accounting experience both operationally and strategically.
9. Proven experience of providing responsive and customer focussed service to budget managers.
10. Proven experience of planning, co-ordinating, and delivering projects that contribute towards improved profitability/organisational efficiency.
11. Proven experience of making recommendations to decision makers through analysis of financial information, modelling scenarios and paying due regard to risk and control issues.
12. Proven ability to understand business issues and identify interventions to improve business performance.
13. Proven experience of identifying key metrics that contribute to organisational performance and informing managers of such in a manner that facilitates rapid management response.

Additional Information**Additional information:**

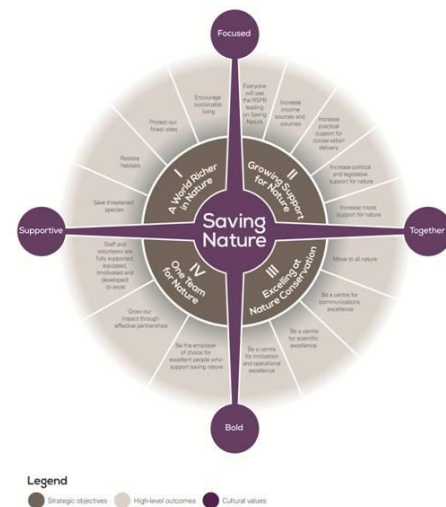
- This role will require some travel within the UK.
- This role will require some overnight stays away from home.
- The RSPB works for a healthy environment for all and we therefore expect you to take action in accordance with our Environmental Policy and objectives. Together we can make a positive difference for our world.
- In the RSPB, volunteers are a major resource and make a vital contribution to the RSPB's aim to take action for the conservation of wild birds and the environment. Employees are responsible for encouraging, developing and supporting volunteers in their work for the RSPB.

How the Finance Department contributes to delivering our strategy

EVERYONE at the RSPB contributes to the success of our strategy. Success is monitored by reference to the *Saving Nature Scorecard* which sets out a number of outcomes that we aim to achieve and a range of measures for each.

“Operational Excellence and Innovation” is the outcome which Finance is most involved with. The availability of finance for the right things at the right time helps to ensure that every pound counts. We aim to have financial policies, procedures and service levels which support the business and these break down into three distinct areas:

- The Financial Operations Team is accountable for **ensuring that assets are available for RSPB use**. The scope includes income, expenditure, payroll and day-to-day cash management and banking for all RSPB-related and supported entities.
- The Financial Control Team is accountable for **ensuring that we achieve value for money from our available assets**. This incorporates managing financial risks around our processes both within the Finance Department and outside it (e.g. purchasing processes, procurement, tax, audit etc) and reporting financial information to the external world with a focus on maximising support and minimising reputational risk.
- The Planning and Reporting Team is accountable for **ensuring that assets are applied to the right activities at the right time**. The team achieves this through a thorough understanding of the business and culture of the organisation. The scope includes all RSPB-related and supported entities and their internal customers and stakeholders.



By taking this approach we aim to align Finance with the organisational values; Finance will be:

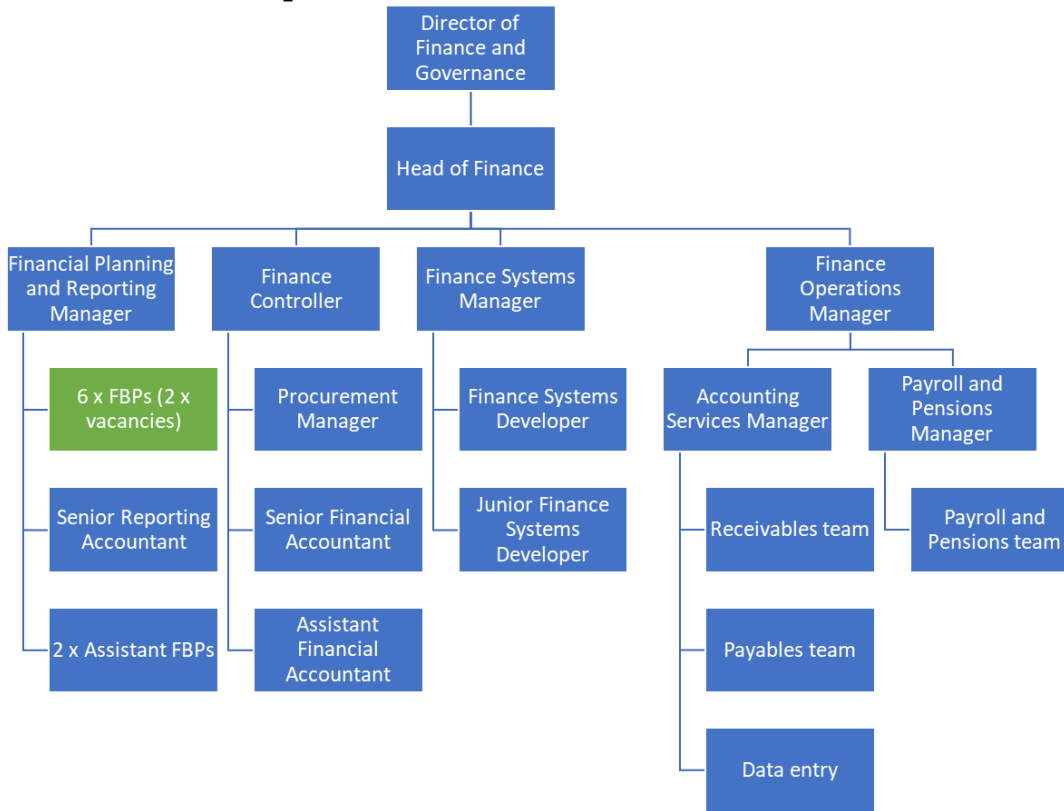
...**bold**: known for adding value to the delivery of the strategy. Decision-makers and project initiators will be embracing our ideas because we make a compelling case for change. This case for change will be rooted in our financial skills, knowledge and expertise.

...**focused**: successfully contributing to decision-making to ensure that our financial resources (money and assets) are delivering fewer, bigger and better initiatives. We will ensure that Finance staff will focus the right amount of their effort on the right activities.

...**supportive**: understand the different contexts and opportunities and have empathy for other’s challenges. We will be proud and celebrate our contribution to the achievement of the strategic outcomes.

...**together**: build relationships to ensure that our involvement is sought and embraced. We will understand and optimise the impact of our systems and processes on our customers and stakeholders.

Finance Department structure



How to Apply

Please use the online process to submit your application.

Please ensure your application clearly details how your skills/knowledge/experience demonstrates you are able to deliver on the key result areas.

Our policy is to recruit and employ our employees on the basis of their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such we would not accept a CV for this role unless accompanied by a fully completed application.

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| Closing Date | 30 th April 2021 |
| Interview Date | Week commencing 3 rd May 2021 |

Who we are and what we do

The RSPB exists to give nature a home. We help our birds, other wildlife and natural places survive and thrive.

On our doorstep are woods and farmland, moors and marshes, cliffs and mountains. They are home to an astonishing array of precious but threatened wildlife. Every species is unique, but they are all connected to one another. And every one of them needs a home to survive.

Sadly, many of our best loved and most iconic species can't find a welcome home here anymore. It's our job to change this. A country that's not home to skylarks and puffins, red squirrels and hedgehogs is not a country any of us want to live in.

To protect our threatened birds and other wildlife, we need to protect the places where they live. If we are taking care of nature, we are taking care of ourselves and future generations.

The RSPB in a nutshell

The Royal Society for the Protection of Birds (RSPB):

- Was formed in 1889 to counter the barbaric trade in bird plumes for women's hats
- Has since grown into a world-leading wildlife conservation organization and now speak out for all birds and wildlife, tackling the problems which threaten our environment
- Has over a million members, including more than 200,000 youth members
- Has more than 2,000 active staff members and almost 18,000 volunteers, who donate more than a million hours of their time – that's the equivalent of 600 full-time staff
- Has a NET income available for charitable purposes of £98.0 million
- Has more than 200 nature reserves covering 143,7800 hectares and home to 80% of our rarest or most threatened bird species
- Has a UK headquarters, three national offices and eight regional offices
- Has a network of over 150 local groups and more than 150 youth groups
- Has an impressive global reach, with active projects and capacity building programmes in 26 countries and 10 UK Overseas Territories
- Is the UK partner and leading player, in Birdlife International
- Has the largest charity mail order operation in the UK, and also has the UK's most successful charity credit card

Volunteers

Volunteers founded the RSPB 125 years ago and remain a vitally important part of the organization today; there are approximately nine volunteers for every paid member of staff

Our volunteers bring a unique range of skills and qualities to the RSPB, help stretch our scarce resources and keep us in touch with grass roots.

Our Strategy, Mission and Cultural Values

Our Strategy

Our vision: a world richer in nature

Imagine that the world has worked together to save nature. Birds and other wildlife are flourishing. Our natural environment is enriching people's lives. There's clean air and water, a stable climate, a sustainable economy and abundant wildlife. This is the vision we're working towards. Everything we do is bringing us closer.

Our Mission

Saving the home we share with nature is our driving force. We bring people together to understand the threats facing our natural world, find sustainable solutions, and act to save it. Together we:

- save threatened wild birds and other wildlife
- protect, restore and create wild places
- inspire people to take action for nature

For over 100 years we've been rallying people together to save nature. While we've got birds in our title, and birds are our focus, we work to save all nature. Because all nature is connected. For birds to thrive, the whole ecosystem must thrive.

Right now, nature faces its biggest ever challenge. Exploitation, pollution and destruction of our natural world is being intensified by a planet in climate crisis. It's affecting all life – wild birds, other wildlife and humans alike. Nature is in crisis, but together we can save it, while using our natural world to help fight climate change. Let's stand together as an unstoppable force for nature.

<https://www.rspb.org.uk/about-the-rspb/about-us/our-mission/>

Our Cultural Values

Our cultural values are the way we work with each other and partners:

Bold

We speak out honestly for what we believe in, aiming higher and pushing further for growth. We seek to provide innovative, fun and sociable ways for people to get involved

Focused

We identify where birds and wildlife are most under threat, then act decisively and with commitment to save them and deliver tangible results

Supportive

We support each other and our sector partners in order to flourish, and make sure our supporters receive reward and recognition for their contribution

Together

We work together for the biggest possible impact across the RSPB and with partners across the UK and globally

What we offer

The RSPB offer some great benefits to reward and support you while working with us.

Pay

We offer a competitive salary to attract and retain great people.

Flexible Working

We pride ourselves on being a flexible and supportive employer. We realise that our staff have demands on their time outside of work, and are open to requests to work flexibly. There are a range of options to support you such as flexitime, TOIL and parental leave. Depending on the circumstances, up to five paid days a year is offered for unexpected family emergencies, elective medical procedures and compassionate leave.

Annual leave

Our leave year runs from 1 April to 31 March. When you start you will receive 26 days' holiday, excluding public holidays (four days are taken during the RSPB's Christmas shutdown). This will increase to 28 days after three years' continuous service and 30 days after seven years' continuous service. Leave will be pro-rata for part time staff and where you start part way through the year.

Pension

The RSPB offers a defined contribution pension scheme to all UK based staff, with a matching employer contribution of up to 7%.

Life Assurance

All employees age 18 or over and under 75 are automatically covered for death in service benefit. A lump sum of five times basic salary at the date of the employee's death is paid to their beneficiaries or estate.

Maternity, paternity and adoption leave

To support your family life we have enhanced our legal obligations towards employees. We offer up to 12 weeks full salary to employees going on maternity or adoption leave, and up to two weeks on full salary to employees taking paternity leave.

Sickness Pay

If you become ill, you are supported by our enhanced Occupational Sick Pay Scheme. Your entitlement is determined by length of service, but can be up to a maximum of 36 weeks for full-time staff. We also work closely with one of the UK's leading occupational health providers, to help you in returning to work.

Employee Assistance Scheme

All RSPB employees have free access to an Employee Assistance Programme provided by The Validium Group. This service is available 24 hours a day, 365 days a year.

Staff Association

All employees are eligible to join our staff association. The RSPB set up the Staff Association to independently protect and promote the interests of staff. It is officially recognised by the Management Board and Council and is consulted on many key decisions. The Staff Association also negotiate member discounts on a wide variety of goods and services.

Learning and Development

The RSPB is committed to supporting all RSPB employees with quality learning and development opportunities. We offer a wide range of learning and development opportunities including our induction process, on-going training and e-learning. We prioritise leadership and management which is key to people motivation and success. Our recent leadership programmes have received the Institute of Leadership and Management accreditation. The Learning and Development team's focus and aim is to help both you and the organisation to succeed.

Volunteering

All employees are entitled to one extra day of paid leave each year to spend volunteering. This can be for any charity or voluntary organisation - not just the RSPB.

Sabbaticals

After five years' continuous service, and each five years thereafter, all employees are entitled to a 4 week sabbatical. This is a chance to take time out of your busy day-to-day job to do research, volunteer, and learn a new skill or travel. Sabbaticals should have specific goals and objectives designed to benefit both you and the RSPB.

Childcare Vouchers

The Childcare Voucher Scheme is open to all employees who are parents or guardians and currently use childcare facilities. Employees can opt to receive part of their salary in childcare vouchers up to a maximum of £243 per month to use with a wide range of childcare providers. The amount received in vouchers is tax free.

Green loans

Employees can apply for an interest-free loan to buy a bicycle or a season ticket.

RSPB Nature Reserves and RSPB retail

Employees can visit any RSPB reserve free and can receive up to 20% off retail items in the RSPB's shops.

Relocation

We are able to offer a limited amount of financial help towards relocation costs for employees, depending on the circumstances. We need the right people in the right place so offer financial help towards relocation costs for employees, depending on the circumstances. Whether you are a home owner or renting, we may be able to offer you assistance.

How we expect you to work

The RSPB has seven key competencies that are important to our organisation's success. We expect all employees to demonstrate the following behaviours in everything that they do:

Direction:

You ensure you have a clear direction and sense of common purpose that guides what you do and how you approach your work.

Energy:

You bring energy and urgency to the RSPB to motivate people to do the best they can.

Capability:

You build your own and other people's capabilities, directly and indirectly.

Relationships:

You communicate effectively and build productive internal and external relationships

Change:

You support continuous improvement and change and constantly look for way to do things better.

Advocacy:

You act as an advocate for the RSPB.

Performance:

You get things done achieve ambitious goals and the RSPB's aims.

Environmental Statement

We have a role to play in protecting our environment by being as 'green' as possible. As a conservation organisation, we know a healthy environment is critical for nature and that we need to lead by example. Through our environmental management system (EMAS), we have an Environmental Policy, objectives and targets which prioritises where we can do most. All staff members are asked to respect and adhere to our green principles

Equality and Diversity at the RSPB

The RSPB is part of a global network that incorporates a diversity of traditions and cultures, and which represents different inheritances, backgrounds, influences, perspectives and experiences. A better understanding of people's differences will help us to appreciate and value everyone's contribution, and recognise that we are all an integral and invaluable part of the RSPB.

Everyone has the right to be treated with consideration and respect. The RSPB is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual, and an atmosphere where everyone can learn, work and live free from prejudice, discrimination, harassment and violence.

The RSPB aims to ensure that all staff, volunteers, partners, clients, contractors, members and the general public are treated fairly. Unless it can be shown to be justified, this will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race (including colour, nationality, ethnicity, or national origin), disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

Employment Checks

All offers of employment are made subject to the following criteria:

Proof of eligibility to work in the UK, Satisfactory Employment Health Check, Two references satisfactory to the RSPB and where required a Satisfactory Criminal Records Bureau Check.

Applications from candidates requiring a certificate of sponsorship under the UK points-based immigration system will not be considered if there are suitable candidates who do not require sponsorship. This is because employers need to demonstrate that they are unable to recruit a resident worker, before they can recruit a non-resident worker*.

The resident worker rule does not prevent applicants requiring sponsorship from applying for our vacancies, but such applications should be made on the understanding that they can only be considered subject to the restrictions above.

For further information, please visit the Home Office UK Border Agency website.

**This rule does not apply to those applying for roles that require a bachelor, postgraduate degree or postgraduate certificate in education qualification. It is necessary for the qualification to be an essential requirement for the role and the applicant to prove that they possess such a qualification (or have completed a minimum of 12 months study in the UK towards a UK PhD), which is recognised in the UK.*