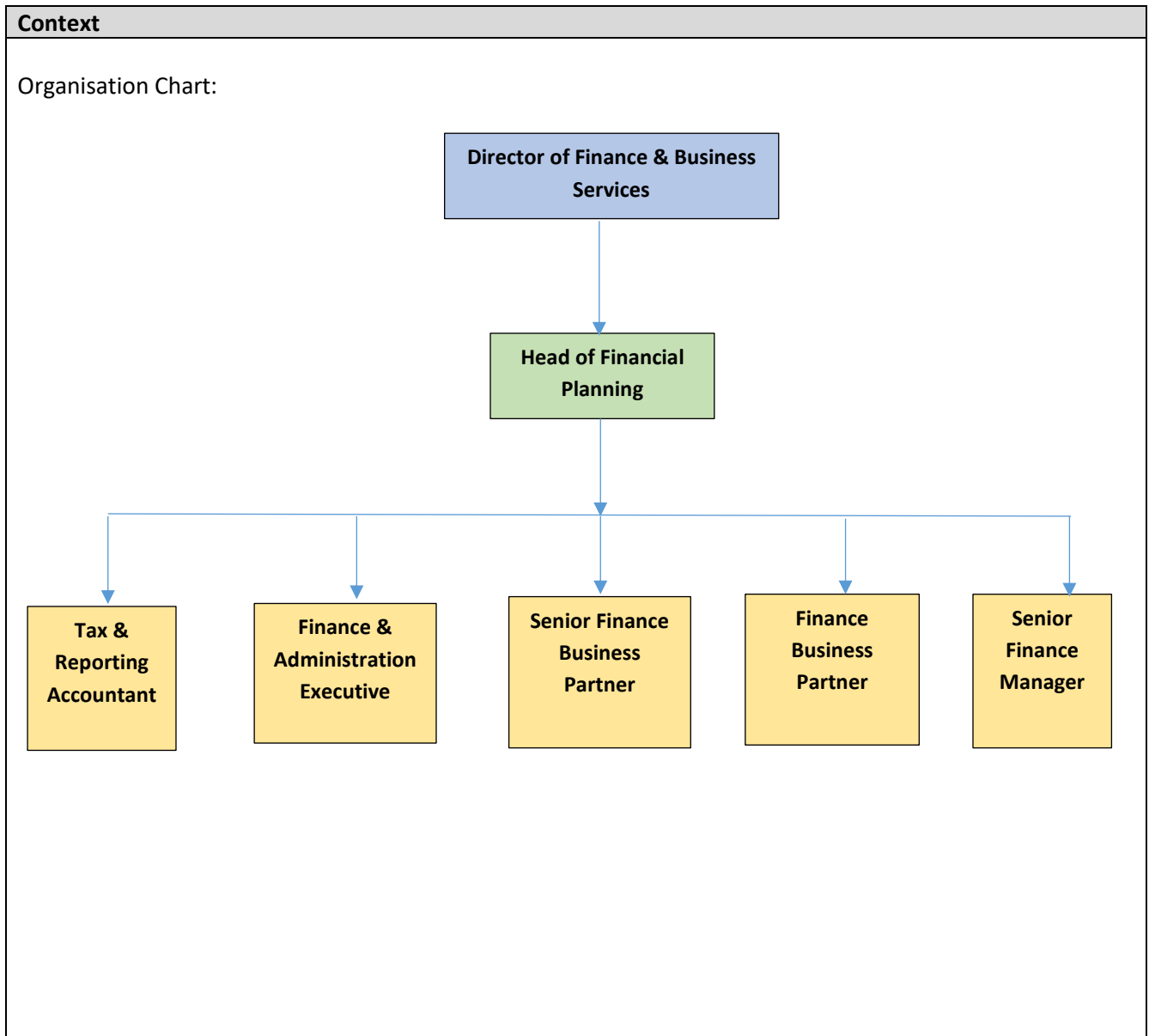


## JOB DESCRIPTION AND PERSON SPECIFICATION

Please note this statement is for information only and does not form part of a contract. This list is not exhaustive and you will be expected to undertake such duties as may be assigned to you by from time to time. Staff are expected to be flexible in their work in order to deliver the objectives of the organisation.

<b>Job title</b>	Finance Business Partner (Overseas)	<b>Division/Team</b>	Business Services/ Financial Planning
<b>Contract type</b>	Fixed-term (6 months)	<b>Location</b>	London
		<b>Salary/Range</b>	£40,000 - £45,000 per annum



Main purpose of the role
<p>To provide finance support to Overseas finance managers and budget holders. To manage all finances associated with delivering £25m in marketing campaigns across multiple divisions, projects, and countries. Be able to oversee all global partnerships and marketing activity (from a financial point of view) and relay that information in the relevant reporting formats and/or system to the finance department.</p> <p>To provide financial business information outputs and assist in production of monthly and quarterly management reports. To include commentary, budgets and forecasts and analysis for designated divisions. Recording of budgets and phasing to enable management accounting targets to be met.</p> <p>To support the annual budgeting process and phase budgets to enable management accounting targets to be met.</p>

Resource management and key relationships	
Staff managed <sup>1</sup>	N/A
Budget managed	N/A
Reports to <sup>2</sup>	Head of Financial Planning
Key Relationships (and indication of level/nature of interactions)	

Main Duties	
	% Time/ Importance
<p><b>Business Partnering and support</b></p> <ul style="list-style-type: none"> <li>• Provide full business support to dedicated regions as their dedicated finance contact.</li> <li>• Advise and coach overseas Finance Managers, budget holders and regional directors on financial issues and suggest appropriate actions and solutions referring to the Senior Finance Business Partner where needed.</li> <li>• Coordinate in the production of monthly and quarterly regional management accounts including analysis of variances, production of commentary and overall financial position highlighting any risks and opportunities for designated divisions.</li> <li>• Liaison, interpreting and communicating financial data to non-financial managers – divisional managers to ensure that Budgets, Forecasts, Actual Costs and NGF are correctly reported.</li> </ul>	<p><b>50%</b></p>

<sup>1</sup> Please note VisitBritain reserves the right to increase or reduce the number of staff managed according to the needs of the organisation.

<sup>2</sup> Please note VisitBritain reserves the right to change the line of management according to the needs of the organisation.

<ul style="list-style-type: none"> <li>• Liaise with overseas office Finance Managers to ensure quality finance information is received.</li> <li>• Provide support to the Senior Finance Business Partner in management accounting projects and perform ad hoc duties as and when required.</li> </ul>	
<p><b>Budgeting and Forecasting</b></p> <ul style="list-style-type: none"> <li>• Support budgeting and forecasting, including annual budgeting and quarterly forecasting. Ensure that the Management Information Systems always hold the latest budgets and forecast.</li> <li>• Carry out budget uploading and phasing for overseas regions and deal with queries.</li> <li>• Respond to budgeting and financial queries/questions from divisional managers/budget holders and find solutions to any problems.</li> <li>• Update and manage the rolling staff forecast, liaising closely with Finance and HR Managers, divisional HODs and Director.</li> <li>• Update forecasts received from the overseas offices.</li> </ul>	<b>30%</b>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Manage and coach Overseas Finance Managers to ensure all finance related tasks are performed.</li> <li>• Ad-hoc support to Senior Finance Business Support and Head of Financial Planning when required.</li> <li>• Any other duties reasonably assigned by line manager, as and when required.</li> </ul>	<b>20%</b>

<b>Person Specification</b>	
<b>Essential knowledge, skills and experience</b>	
	<b>Requirement</b>
<b>1</b>	Part-qualified accountant, with practical experience of working in an accounting role and of MIS or equivalent experience.
<b>2</b>	Should have intermediate level Excel. Also able to use Word and PowerPoint.
<b>3</b>	Ability to prioritise and manage own workload.
<b>Essential personal style and behaviours</b>	
	<b>Requirement</b>
<b>1</b>	Excellent interpersonal and communications skills with the ability to communicate clearly and effectively at all levels of seniority as a Business Partner. Ability to explain finance concepts to non-accountants
<b>2</b>	An effective team player; supporting colleagues and contributing to discussions on the evaluation and development of services.

Desirable requirements	
1	Previous experience of budgeting and forecasting on an international basis and providing Budget and Forecast control, monitoring and phasing.
2	Previous reporting systems experience (CODA & Cognos preferred but not essential).
3	Able to proactively identify circumstances, processes and knowledge which could be enhanced.
4	Have good knowledge of Britain's tourism product and performance and our business and constantly update skills and knowledge.
5	<b>Displaying leadership:</b> Able to develop and share a vision, has high energy, takes a corporate approach, will challenge existing methods, and is accountable and responsible. Strategic thinker able to communicate clearly and concisely.
6	<b>Achieving excellence through people:</b> Shares learned experience and supports colleagues to perform to their best ability. Develops self and others. Actively manages performance.
7	<b>Building internal relationships:</b> A persuasive communicator with a positive outlook. Shares knowledge, listens and hears accurately, builds trust, understands interdependencies.
8	<b>Shaping our future:</b> Politically aware; adept at identifying appropriate opportunities for communicating VB key messages to our key audiences. Thinks strategically and is able to resolve complex issues. Takes the initiative, displays creativity, and manages change and ambiguity effectively. Seeks continuous improvement.
9	<b>Being VisitBritain champion:</b> Promotes a positive and professional image of self and VB internally and with external colleagues and stakeholders.
10	<b>Delivering success:</b> Ability to work harmoniously in cross-departmental or divisional teams in order to deliver in a timely and effective manner. Creative thinker with excellent written & verbal communication skills. Project management experience. Excellent attention to detail.