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| Job Title: | Finance Business Partner |
| Reports to: | Managing Director of Trading |
| Dept/Location: | Head Office Letchworth |
| Hours: | 37.5 hours |
| Contract: | Permanent |
| Salary: | £40,000 – £50,000 per annum, depending on skills and experience. |

Our **Vision** is for everyone in North & East Herts to be able to have timely access to wellbeing Care.
Our **Mission** is to generate income to fund Garden House Hospice Care

Job Summary

The Finance Business Partner will play a key role in supporting the financial sustainability and growth of Garden House Hospice Trading. Working closely with the Managing Director of Trading and Operational Managers, the post holder will provide clear financial insight, challenge and support to enable informed decision-making and improved commercial performance.

The role combines strong financial analysis with effective relationship management, ensuring financial information is accessible, meaningful and aligned to organisational priorities, values and behaviours.

Key Accountabilities

Financial Planning, Budgeting & Forecasting

- Lead and support the preparation of annual budgets, forecasts and reforecasts for Trading activities.
- Produce timely and accurate monthly management accounts with clear narrative and variance analysis.
- Develop financial models and scenario plans to support business cases, investment decisions and change initiatives.
- Identify financial risks and opportunities, making recommendations to improve performance and value for money.

Business Partnering & Commercial Support

- Act as a trusted finance partner to Trading and Retail managers, providing constructive challenge and advice.
- Support managers to understand financial performance and drivers of income, margin and cost.
- Attend leadership and performance meetings to present financial information in a clear, concise and non-technical way.
- Promote financial literacy and accountability across Trading teams.

Performance Reporting & Improvement

- Develop and maintain financial KPIs, dashboards and reports to support operational decision-making.

- Analyse trends in income, expenditure and productivity to identify improvement opportunities.
- Support continuous improvement of financial processes, systems and reporting.

Governance, Controls & Compliance

- Ensure financial activity complies with internal policies, charity governance requirements and relevant legislation.
- Maintain robust financial controls and support improvements where weaknesses are identified.
- Support internal and external audits, providing information and explanations as required.

Teamworking, Values & Behaviours

- Work collaboratively with Finance colleagues and wider teams to achieve shared objectives.
- Act as a positive role model for the organisation's values and behaviours.
- Ensure all activity supports the Mission and reputation of Garden House Hospice Trading.

Skills & Experience

- **Essential**
- Qualified or part-qualified accountant (CCAB or equivalent), or significant relevant experience.
- Proven experience in management accounting, budgeting and forecasting.
- Strong experience of business partnering with non-finance stakeholders.
- Excellent analytical and problem-solving skills with strong attention to detail.
- Ability to communicate complex financial information clearly and confidently.
- Strong IT skills, including advanced Excel and financial systems.

Desirable

- Experience within a retail, trading, charity or not-for-profit environment.
- Experience supporting income-generating or commercial operations.
- Knowledge of charity finance, governance and Gift Aid processes.

T&Cs

- All appointments are subject to pre-employment health screening & DBS checks.
- The role description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the post holder.
- Garden House Hospice Trading is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.
- All staff are expected to work in line with our Mission, Vision, values and Behaviours.

