

JOB DESCRIPTION & PERSON SPECIFICATION

Senior Finance Business Partner

Location:	ISHA, 102 Blackstock Road, Finsbury Park, N4 2DR
Reports to:	Head of Finance
Direct reports:	Two Finance Officers – Income
Team:	Finance
Department:	Finance

Work schedule and requirements:

9 am to 5 pm, Monday to Friday. 35 hours a week. Minimum two days a week from office.

JOB SUMMARY:

The Senior Finance Business Partner provides financial planning, reporting, and analysis across all departments, including annual budgets, management accounts, quarterly Board reports, and year-end statutory accounts. This influential position provides organisation-wide exposure, partnering with leadership to deliver insights that inform strategic decisions, supporting effective operational control and long-term planning.

It also includes managing a small team of two and overseeing the rent accounting function to ensure accurate and efficient financial operations.

PRINCIPAL RESPONSIBILITIES:

- 1. Management Accounts and Month-End Reporting:**
 - a. Prepare timely, accurate monthly management accounts and monitor reconciliations.
 - b. Enhance clarity and efficiency of reports for ISHA Leadership Team and directorates.
 - c. Lead month-end meetings with budget holders to resolve finance issues promptly.

- 2. Financial Systems and Process Improvement:**
 - a. Operate and improve functionality of ISHA's financial system (Rubixx Finance).
 - b. Develop and document robust finance procedures and process manuals to ensure consistency and compliance.

3. **Budgeting and Forecasting**, lead annual budget-setting and coordinate quarterly reforecasts with stakeholders.
4. **Staff Management**: provide leadership and support to direct reports, ensuring high-quality finance service delivery.
5. **Tax Compliance**: lead quarterly VAT return preparation and ensure compliance with VAT regulations
6. **Year- End Audit and Compliance**
 - a. Support year-end accounts preparation and audits, ensuring accuracy and regulatory compliance.
 - b. Act as key contact for audits and respond promptly to audit requests.
 - c. Ensure compliance with financial regulations, including rent and accounting standards and legislation.
7. **Rent Management**
 - a. Oversee rent and sales ledger billing, reconciliation, and reporting.
 - b. Support rent reviews and maintain accurate data in Rubixx.
 - c. Ensure compliance with rent and service charge policies.
8. **Provide ad-hoc support to the Head of Finance and Finance Director as required.**

ESSENTIALS: In addition to the principal accountabilities of the role, there are several significant elements that we deem them essential for every role at ISHA:

12. To ensure you comply with ISHA's procedures for promoting and safeguarding the welfare of children and vulnerable adults appropriate to your role.
13. To comply with ISHA's EDI Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, residents, and other members of the community.
14. To comply with ISHA's IT, Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety, and welfare.
15. To work flexibly as may be required by the needs of the team and carry out any other reasonable duties as required.
16. To lead by example and demonstrate ISHA's values of passionate commitment to customers, Pride in Team ISHA, can-do, excellence, mutual respect, people focus, and in your work, behaviour and in your professional relationships with colleagues, partners, and residents.

PERSON SPECIFICATION - Senior Finance Business Partner		Essential	Desirable
Right to work in the UK			
1.	Proof of eligibility to currently work in the UK.	✓	
Education and Qualifications			
2.	Good general education with excellent literacy and numeracy skills.	✓	
3.	CCAB qualified accountant or finalist	✓	
Experience			
4.	Experience providing financial business support, with a focus on adding value through analysis and insight.	✓	
5.	Preparation of management accounts and variance analysis.	✓	
6.	Knowledge of main accounting principles and their application.	✓	
7.	Experience of working in the housing sector.		✓
Knowledge & Skills			
8.	Advanced proficiency in Microsoft Office, particularly Excel, with the ability to quickly learn new financial systems and software.	✓	
9.	Competency in relevant finance IT applications, systems and tools.	✓	
10.	Effective communication skills across multiple channels (face-to-face, phone, email).	✓	
11.	Excellent attention to detail and problem-solving skills, with a proactive approach to challenges.	✓	
12.	Strong organisational and time management skills, able to manage competing priorities and work under pressure.	✓	
13.	Enthusiastic, motivated, and committed to continuous learning and professional development.	✓	
14.	Highly professional approach, able to work independently with minimal supervision.	✓	
Values			
15.	Able to consistently demonstrate ISHA's values: <ul style="list-style-type: none"> • Pride in team ISHA • Passionate commitment to customers • Trusted to make the difference • Respect for everyone 	✓	