

Financial Transformation – Business Partner

Duration:	Fixed term until end August 2024 - possible opportunity for extension
Salary:	circa £65,000 per annum
Job Level:	2
Hours:	35 hours per week. Other flexible arrangements will be considered
Disclosure Level:	Basic - This role involves no direct or indirect work with children
Reports to:	Programme Director - Transformation
Location:	Working from home and at 1 Westfield Avenue, London E20 1HZ

At the UK Committee for UNICEF (UNICEF UK), we pull together to achieve the best possible results for children in danger around the world. We believe in an inclusive workplace and in the power of fulfilled colleagues who share the same values and goals, enjoy their work and are motivated to do their utmost for children.

Our work is guided by the UN Convention of the Rights of the Child (UNCRC) and the Sustainable Development Goals (SDGs), which recognise the universality of children's rights.

ABOUT THE TEAM

UNICEF UK has recently completed its four-year strategy and a central pillar for success relates to the provision of the right tools, software and ways of working for colleagues and everyone who interacts with the organisation. Financial Transformation for You (FT4U) is a key element, changing the financial system, coding structures and flow of financial information through other UNICEF UK systems. Ensuring we get funds to children as quickly as possible, our suppliers get paid, and we understand how we are performing financially. Providing a strong foundation for sustainable growth.

ABOUT THE ROLE

The Financial Transformation Business Partner will play an essential role in the delivery of FT4U, which is planned to go live summer 2024. Working proactively with business stakeholders, the project team and third-party suppliers.

The role will lead the financial reporting, planning and analysis workstream and ensure delivery of desired benefits across planning, forecasting, budgeting, and analytics.

The post holder will be a part of the core design team across the full end to end solution, and be responsible for design and delivery of business process improvement across the wider finance solution.

Strong engagement skills are crucial for the role. This role will lead on business engagement and will need to build positive relationships, understand the complex business environment, and deliver change at pace.

What we will expect you to achieve

- An engaged UUK organisation that is keen to be part of the FT4U programme, adopt new ways of working, and drive meaningful change.

- Leading the design and delivery of an exceptional suite of financial reporting, planning and analysis tools (processes, reports, systems, documentation) that are tailored to the needs of the organisation.
- Empowering the Finance team to be capable and confident with the new tools, systems, processes and reports, and able to build on these.
- Facilitating the development of tools, systems, processes and skills beyond FP&A in partnership with the Finance team and other stakeholders.
- Effective management of the FP&A workstream. Owning the detailed plan, tracking progress, and aligning with the Project Manager on status.
- Alignment with the Project Manager on timeline, resourcing and status and escalates any issues. Alert the Programme Director and other key stakeholders promptly of potential improvements and/or issues with the proposed systems, processes, training plans etc.
- Collaboration with FT4U team members and the wider organisation to ensure that interdependencies and connections between streams are identified and coordinated effectively.
- Quality assurance of the new systems, data structure and processes through testing.
- Defining and delivery of organisation-wide engagement and training that maximises the impact of FT4U, ensuring colleagues understand the benefits and features of the new solutions and are able to use these effectively.
- Building and implementing the cutover plan.
- Demonstrate and model a commitment to our shared values, behaviours and inclusive practices (known as [Our Shared Commitment](#)) in all aspects of your work.

BEHAVIOURS, EXPERIENCE AND SKILLS

This section contains the essential behaviours, experience, knowledge and skills needed in order to be effective and successful in this role. All criteria in this section are essential.

Effective behaviours

Behaviour	Indicators
Achieving change	<ul style="list-style-type: none"> • Communicates the reason for change and supports colleagues to embrace it, recognising that people will respond in different ways and at different paces • Demonstrates flexibility and adaptability to working in new scenarios • Demonstrates a solution focused approach to overcoming the barriers to change
Analytical	<ul style="list-style-type: none"> • Analyses available information to make logical and sound judgments • Questions assumptions and seeks further insight to inform decision making
Communication	<ul style="list-style-type: none"> • Conveys complex ideas using a variety of methods to engage an audience and win understanding and support

	<ul style="list-style-type: none"> • Presents complex and difficult messages clearly and with impact • Anticipates and responds to the needs of an audience, adapting content, style, language and use of channel to deliver maximum clarity
Efficiency and effectiveness	<ul style="list-style-type: none"> • Manage conflicting priorities to ensure that objectives are achieved and deadlines met • Systematically plans projects to maximise performance and cost-effectiveness • Anticipates risks and puts plans in place to minimise their impact • Responds flexibly to unforeseen events to ensure that effectiveness is not compromised • Suggests simplifications to overly complex ways of working to improve results • Prioritises and sustains focus on work that will have the greatest impact on agreed aims
Positive relationships	<ul style="list-style-type: none"> • Nurtures professional relationships with colleagues at all levels and with external contacts and partners to support the achievement of objectives • Consults others and shares expertise, know-how and ideas with colleagues for best results • Reflects on own thoughts, feelings and actions and is aware of own impact on relationships

Relevant experience

- Qualified accountant.
- Experience of working within a cross-organisational financial change project, ideally in complex matrix business.
- Demonstrable experience of solving complex problems and business focussed solutions.

Specific knowledge and skills

- Highly adept at engagement and building relationships and trust at pace.
- IT literate, adept at learning new technologies.
- Knowledge of Unit4 Finance Solution and/or Salesforce an advantage.