# Job and person specification

PHS Group

Title: Finance Business Partner, phs Ireland

**The Role**

Based out of our office in Dublin, the Finance Business partner will report to the Managing Director (Eoin Foley) and other members of the phs Ireland/UK senior management team. The role will focus on providing senior commercial finance input, data analysis and interpretation, commercial best practice, operational efficiencies and margin improvement across the phs businesses in Ireland. As a member of the phs Ireland management team, the successful applicant will play a key role in the overall leadership, management and growth of the business.

The role will include overseeing day to day financial processing (management accounts preparation, payroll, purchase ledger, credit control) carried out on site with direct management responsibility for one Assistant Finance Manager. The successful applicant will also be a key part of a project to move certain of the Company’s systems and processes to those used across other parts of the Group.

It is expected that principal ongoing responsibilities will include:

* Providing proactive and meaningful financial analysis, input and advice to the Managing Director, management team and Group CFO on both operational issues and commercial decision-making; including completion and/or commercial review of pricing policy, all investment opportunities, acquisitions, business cases and capex requirements, and the subsequent tracking of costs and benefits.
* Providing assistance to the Managing Director to secure the orderly and profitable development of the business within the framework of business plans approved by the Board.
* Providing incisive and user-friendly management information and reporting to the Managing Director, the wider management team within the Company and Group management, identifying business implications in complex data or information.
* Interpreting variances and trends in financial data and relating these to operational performance.
* Preparing the Company’s monthly trading reviews and board reports and presenting meaningful results to the Group CEO/CFO.
* Co-ordinating the Company’s budget and periodic forecasting processes, providing meaningful analysis and commentary to the local management team and Group finance department.
* Ensuring that a robust financial control environment exists at all times and that all systems and reporting operate to the highest standards with financial data accuracy being key.
* Working with the Managing Director, Group Pricing Team and local management team in the development of pricing policies to deliver new business on acceptable commercial terms (including appropriate margin and risk evaluation).
* Working with the Managing Director and local management team on wider business processes continually to seek and improve both operational efficiency and company profitability.
* Working with the Group Management Team to implement new systems and processes to align with those used and in place across other parts of the Group.
* Overseeing the day to day financial processing and compliance with all related legal requirements.
* Preparing relevant information to ensure that all the Company’s employees are properly paid including calculating commissions and bonuses and the proper capture of overtime hours and other variable payment for payment.
* Working with the Managing Director to ensure adherence to/compliance with PHS group policies and procedures relating to internal financial control, delegated authorities, contract approval process, bank mandates, etc.
* Ensure that a robust financial control infrastructure and environment exists at all times.
* Ensure that the business is operating to the highest standards and its systems and reporting are consistent with wider Group policies and guidelines.
* Working closely with the phs Group Credit Control team to assist in their cash collection activities when required.

**Candidate Profile**

To be successful in this role and to support the ambitions of **phs** we have highlighted the following attributes and personal qualities.

**BUSINESS FOCUS**

* You’ll have experience of sustaining profitability, quality and service standards using key performance indicators and ratios to identify potential issues before they materialise.
* You will have experience of working closely as a Business Partner within a senior management team, to support and development financial acumen through practical experience.
* Understands the key business drivers that contribute to value.
* Demonstrates commercial awareness and understanding, without compromising financial conduct.
* Ensures that business opportunities are appropriately evaluated to minimise risk and sustain/improve profit margins.
* Continually seeks opportunities to streamline administrative functions realising financial and operational benefits.
* Develops close relationships with senior managers across the Company and the Group to understand and contribute to general business issues.
* Helps in setting stretch targets for the business whilst providing the right support and mentoring to attain them.
* Delivers insight into business experience through external experience and market-wide benchmarking and/or competitor analysis.

**COMMUNICATIONS**

* Provides incisive and user-friendly management information, meaningful financial analysis, input and advice to Company colleagues and senior management to assist with operational issues and commercial decision making.
* Whilst a recognised financial expert, contributes constructively and collaboratively towards the development of strategy and policy across the full range of business issues, not just its financial dynamics.
* Can constructively challenge senior managers to prevent any harm to **phs**.
* Communicates positively to staff about agreed policies and changes.
* Provides accurate and timely reporting to Group finance within prescribed guidelines, establishing effective communications with Group finance and other senior financial colleagues within the Group.
* Displays well developed presentation and communication skills, verbally as well as numerically, with good report writing skills.
* Seeks clarification by testing understanding.
* Has an open and honest approach to ensure that the right messages are cascaded to the senior management team.

**TECHNICAL AND FINANCIAL QUALIFICATIONS**

* Qualified accountant with a recognised accountancy qualification.
* Broad financial management background in a business-to-business multi-site (or similar) service organisation.
* Maintains and demonstrates financial awareness through current knowledge imparting an appreciation of the financial consequences flowing from commercial decisions, internal policy changes and other external factors.
* Has excellent Microsoft Office skills, particularly Excel, PowerPoint and Word.
* Experience of different financial systems with experience of implementing new systems and processes.

**PERSONAL CHARACTERISTICS**

* Uses personal and commercial credibility to influence at all levels and across all functions within the Company.
* Prioritises successfully to identify and meet key issues and challenges***.***
* Can work in a deadline driven structured and methodical manner.
* Is willing and able to travel when needed but not frequently .
* Displays the ability to challenge and "worry constructively" coupled with a positive change mentality.
* Deploys sharp and highly analytical mind to assimilate a large volume of data; swiftly and decisively identifying significant issues, trends, and actions required.
* Displays "completer/finisher" mentality allied to strong project management skills.
* Demonstrates excellent attention to detail whilst retaining the ability to see the wider business picture.
* Remains calm and focused under pressure.
* Keen interest in and understanding of business and commercial issues.
* Maintains and develops their own expertise, and the skills and knowledge of others
* Doing the right thing not the easy thing.

**LEADERSHIP AND PEOPLE SKILLS**

* Strong team leader and team player able to lead their own team and contribute to the wider Management Team
* Works hard to deliver results personally, and through teams
* Acts as subject matter expert for MD and other senior colleagues.
* Grasps and directs meetings, communicating persuasively and effectively with colleagues.
* Displays honesty, openness and integrity with colleagues.
* Praises co-worker’s achievements and is self-aware about own actions.
* Takes on board new ideas that will benefit **phs.**
* Identifies and implements ways of doing things better
* Takes responsibility