

## JOB VACANCY

**Job Role:** Finance Business Partner

**Responsible to:** Finance Director

**Salary:** £50,000 - £60,000 pa

**Full Time / Permanent (with at least 3 days working from MKDP offices)**

## BACKGROUND

Milton Keynes Development Partnership LLP (MKDP) was established in 2013 by Milton Keynes City Council (MKCC) as a separate legal entity and purchased a significant portfolio of land from Milton Keynes City Council (MKCC) and the Homes and Community Agency (HCA). Having promoted and developed that land, MKDP has now evolved into the city's local delivery vehicle, with a particular focus on placemaking through urban regeneration and the delivery of affordable housing.

With in house expertise and an independent Board, we are uniquely placed to act commercially to deliver projects and investments that achieve the city's social environment and economic goals, as established in the [Milton Keynes Strategy for 2050](#).

Our strategic mission is to:

**Use our assets, resource and expertise to deliver positive outcomes for the city; and continue to act commercially and responsibly in securing the best we can for Milton Keynes.**

A copy of our current business plan that sets out our plans for the next three years can be found [here](#).

## JOB ROLE

As part of a small finance team, the Finance Business Partner will work closely with the Finance Director and the Finance Officer in providing finance and business support services for Milton Keynes Development Partnership LLP and its subsidiary, MKHC.

### Key Deliverables

- Prepare the financial statements including accompanying notes and schedules.
- Work closely with the Finance Director in managing the year end process and external audit process, ensuring a high-quality set of working papers and all other necessary information is provided to the auditors in a timely, efficient manner and that any resultant adjustments are processed promptly.
- Responsible for the completion of all statutory returns, including tax returns for MKDP/MKHC.
- Prepare monthly management accounts, including I&E, cashflow forecast and balance sheet.
- Work closely with the budget holders, including the Property Director & the Special Projects Director, in preparing the annual budgets, quarterly forecasts and understanding the variance analyses.
- Provide support to the Finance Director with internal audits and implementation of audit recommendations.
- Oversee the periodic issue of commercial service charges and rent charge increases and year-end reconciliations.
- Ensure that all monthly reconciliations are completed in collaboration with the Finance Officer and seek to improve on any inconsistencies in reporting.
- Work closely with the Finance Director in preparing the medium & long-term financial forecasts and stress testing required for the business MKDP plan.

- Contribute to the overall effectiveness and operational management of the Finance Service, seeking continuous improvement within the finance service by developing processes and systems, ensuring they cater for MKDP's requirements.
- Proactively provide the MKDP Executive team with the information that they need to make informed decisions and be open and timely in alerting the Finance Director to matters that present a risk or material concern to MKDP, its reputation and viability.
- Support the Finance Director in the setting of high standards of probity and governance and advise the budget holders on matters concerning the financial regulations and procedures. Ensure advice provided to them is clear and accessible.

Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet service need

## JOB REQUIREMENTS (KEY SKILLS & QUALIFICATIONS)

- Qualified accountant (CCAB) with relevant post-qualification experience and evidence of ongoing CPD.
- Strong financial accounting experience. Up to date technical knowledge of the Companies Act and Accounting Standards with the ability to apply FRS102 together with experience of reporting in a complex organisation. This should include some experience in working in a property environment (either housing or commercial, can be an investor or developer).
- Extensive experience of using accounting software. *Desirable*: experience of using ERP Gold or Agresso
- Be able to explain complicated and technical information in a manner that can be understood by others with different levels of knowledge on the subject, including senior stakeholders, using multiple tools; written (preparation of presentations and report writing including cabinet papers), spreadsheets (financial modelling) and deliver presentations.
- An understanding of working in a political environment
- Experience of using accounting software. Advance level Microsoft Excel skills
- Previous experience of preparing year end accounts and annual budgets
- Excellent level of numerical ability
- Able to analyse, interpret, explain and summarise data and issues in a logical manner,
- Excellent attention to detail
- Able to demonstrate a well organised and systematic approach to work
- A good team player

## BENEFITS

We are really proud of the benefits we are able to offer our staff here including:-

- Access to the Local Government Pension Scheme
- 28 days annual leave per year in addition to statutory and public holidays, rising to 31 days after 5 years.
- Staff discount scheme
- Our Professional Development Centre with access to in-house courses
- Cycle to Work Scheme
- Professional subscription

**To apply, please send your CV and a supporting statement to Isabella Ajilore, Search Consultant [Isabella.Ajilore@campbelltickell.com](mailto:Isabella.Ajilore@campbelltickell.com) .**

**Role is being actively recruited.**