

JOB DESCRIPTION

Job Title:	EPM Business Lead
Directorate:	Finance
Reports To:	Director of Finance Business Partnering
Direct Reports:	EPM Lead SME, EPM Project Officer
Purpose of the role:	<p>To take responsibility for all aspects of the business outcomes required from the new Enterprise Performance Management software and supporting processes. You will be responsible for the delivery of all project activities that require business knowledge and insight, data gathering, analysis and transformation, testing and training.</p> <p>You will be passionate about all aspects of Finance with particular interest, knowledge and skills in relation to Financial Planning. You understand the importance of ensuring the right mix of people, process and technology to make the lives of your colleagues easier and outcomes for the Group better.</p> <p>You will be the main business facing point of contact for the project and advocate of change, working closely with stakeholders across the Group to ensure the new system and processes meet the needs of the business & customers.</p>

Key Responsibilities	Key Tasks
People Management	<ul style="list-style-type: none"> • Be a strong and inspiring leader, taking responsibility for supporting, developing and coaching direct reports. • Inspire and encourage an organisational culture which reflects and embeds our People Values and encourages people to bring their best selves to work. • Demonstrate behaviours that set a positive example to all employees. • Support colleagues to embrace change. • Influence and motivate stakeholders and project team members to ensure project tasks are completed on time to a high quality. • Set clear objectives and goals and work with direct report to ensure they are supported and able to deliver activities on time.
Operational Lead	<ul style="list-style-type: none"> • Consider the Group's core strategies, Finance TOM & Finance Business Partnering Service Definition in all project activities • Understand and apply the vision for planning, budgeting and forecasting set out by the Director of Finance Business Partnering to all project activities. • Challenge and query ways of working, work with senior stakeholders to design and agree optimal processes for the new solution.

	<ul style="list-style-type: none"> • Lead the partnership with Learning & Organisational Development to document a Detailed Change Impact Assessment and create strategies to ensure the successful adoption of new processes. • Analyse the organization’s readiness for change and identify potential risks or resistance and create a tailored strategy to address key change management needs. • Take decisions on day-to-day project activities and solution design. • Ensure decisions are taken in a timely manner and at the appropriate level, escalating where needed. • Ensure all processes are designed with best practice in mind adhering to all relevant regulation and legislation. • Apply subject matter expertise in evaluating business operations and processes • Provide in-depth knowledge and analysis of business processes and reporting requirements to support workshop discussions, user story development, and business decision-making. • Highlighting opportunities to improve and streamline business processes impacting on project design and delivery • Lead on providing data and insight to inform configuration and migration requirements that influence project plans • Main point of contact for subject matter expertise and guidance to software partners during the development / build cycle of the project • Represent the Finance Business Partnering team in all project activities, providing a two-way communication channel for queries, input and feedback. • Set, review and update requirements/issues/tasks, providing feedback in accordance with the project timeline. • Lead training and test activities for the new system including delivery of a Training Needs Analysis for impacted colleagues. • Determining whether technical solutions meet defined requirements by undertaking system acceptance testing, take a lead role at stage gate review and sign-offs. • Liaising with the project team and colleagues on priority issues for resolution in a timely manner. • Approve technical reference information, including user guides, training manuals, and system requirements • Take responsibility for the successful roll-out of the new processes, working closely with colleagues from Communications and Learning & Organisational Development. Engaging and supporting colleagues with readiness for new ways of working, including training, documentation, and guidance. • Championing the project and providing updates to own business area on progress and developments. • Attend all project governance meetings
Financial Management	<ul style="list-style-type: none"> • Ensure that all project activities consider project outcomes required against project timelines and ultimately value for money for customers (appropriate time should be invested in each activity depending on the benefit proposition of that effort)

	<ul style="list-style-type: none"> • Lead on identification of gaps in current processes leading to inefficiencies and manual ways of working to ensure new processes minimise or eliminate these.
Communication	<ul style="list-style-type: none"> • Support the Finance Systems Project Lead and Project Manager by providing clear, concise and regular updates (planned and ad hoc) as well as reports / analysis as needed to support Project and Programme Governance. • Raise Risks, Issues, Actions, Decisions in a timely manner and actively review, monitor and adapt mitigation to help keep project activities on track. • Monitor and track the progress of project activities assigned to your direct reports and ensure blockers are reported/resolved in a timely manner • Maintain and monitor relationships with project stakeholders and the wider business. • Work with Corporate Communications team to ensure there are always relevant updates provided to core stakeholder groups
Innovation	<ul style="list-style-type: none"> • Create a culture of creativity and innovation, which encourages colleagues to be brave and try new ways of working. • Promote innovation across the Group by developing and delivering initiatives to support this. • Lead research, develop and make recommendations in relation to improving the Budgeting and Forecasting / Finance Business Partnering functional offering for the Group. • Promote the use of technology within the team and the wider Group, including encouraging a paperless environment and best use of relevant systems.

The duties and responsibilities detailed above are not exhaustive and the post holder will be expected to undertake any other duties appropriate to the post as necessary or as directed.

**EPM Business Lead
Person Specification**

Qualifications	E/D*
Educated to degree level or equivalent	E
Qualified Accountant with at least 2 years' experience, including a minimum of 1 years at a team leader level or equivalent	E
Recognised project management qualification or relevant professional experience	E
Experience	
At least 5 years' experience in financial planning and accounting in a large and complex organisation with substantial budgets	E
At least 3 years' experience of leading a finance team	E
Experience of completing primary accounting statements	D
Experience of liaising with internal and external auditors	D
Experience of working in partnership with finance and non-finance colleagues to achieve results	E
Experience of developing and delivering an excellent customer driven service to differing audiences and stakeholders	E
Experience of developing finance reporting systems which support the business	E
Experience of interpreting information, carrying out research, analysing complex data, appraising performance and understanding and managing risk and compliance matters	E
Experience of undertaking systems and process reviews	E
A proven track record of delivering results in a fast paced and changing environment	E
Personal Skills/Qualities/Knowledge	
Good knowledge and understanding of Accounting Standards	E
Good knowledge and understanding of Finance Business Partnering best practice	E
Proven ability to collaboratively engage with all business units across a wide range of business stakeholders	E
A desire to deliver an innovative, forward-thinking service which embraces new technologies and ideas	E
A strong personal commitment to the vision and values of the Group	E
A commitment to quality, customer service, best practice and value for money	E
Experience and knowledge of the legal and regulatory framework relevant to the role	E
Advanced understanding of business and processes relevant to the project	E
A natural leader of people with excellent managerial and motivational skills	E
Ability to establish strong, sustained working relationships based on respect and effective negotiation and influencing skills	E
Advanced problem solving and decision making skills	E
Ability to convey thoughts and express ideas effectively verbally or written in individual or group situations	E
Able to use technology effectively and appreciate how it can benefit an organisation	E
Prioritises and plans effectively, being able to manage multiple projects at one time	E
Evidence of continuing professional and personal development and engagement with the latest thinking, developments and best practice in finance	E
Other Requirements	
Flexibility of working hours to meet deadlines as necessary	E
Ability to travel to other offices and attend conferences as required	E

* E = Essential criteria / D = Desirable criteria