

THE CHARTERED INSTITUTION OF HIGHWAYS AND TRANSPORTATION – JOB DESCRIPTION

Job Title:
Finance Business Partner (FBP)
Reports to:
Director of Corporate & Business Services (DCBS)
Job Purpose
<p>The Finance Business Partner (FBP) will play a key role in bridging the gap between finance and the broader business. This individual will work closely with staff and other key stakeholders to provide financial insights, support strategic decision-making, and ensure financial targets are met.</p> <p>The FBP will oversee the delivery of core finance operations and be responsible for budgeting, forecasting, and reporting, enabling business units to achieve their goals.</p>

Key Responsibilities
<p>Oversight of financial operations</p> <ul style="list-style-type: none">• To act as the lead CIHT point of contact for our outsourced finance team that are contracted to provide a range of accounting and related support to CIHT including;<ul style="list-style-type: none">- Bookkeeping services to encompass maintenance of the General ledger and Purchases ledger- Setting up online payments as required- Preparation and filing of VAT returns- Preparation of monthly management accounts- Formulation of draft statutory accounts for audit• To manage and direct other finance operations conducted in-house by the CIHT Business Support Officer (management of sales ledger, credit control and financial support to CIHT Regional Treasurers)• To support the DCBS in ensuring compliance with the CIHT Financial regulations <p>Strategic planning and analysis</p> <ul style="list-style-type: none">• Partner with business unit heads and directors to understand their goals and challenges, providing support and financial insights to guide decision-making.• Lead the budgeting and forecasting process, ensuring alignment with CIHT's overall financial strategy and the corporate business plan• Support our income-generating activities and look to identify opportunities for further business development of products and services

Financial reporting

- Prepare and present financial reports to management, highlighting key trends, risks and opportunities
- Analyse financial data to identify areas for cost reduction, efficiency improvement, and revenue growth
- Support the DCBS in servicing and supporting the Board of Trustees, Council, Audit Committee and Appian Trading Ltd (Our commercial Board) – providing reports and advice as required.

Stakeholder management

- Act as a trusted advisor to senior management and other stakeholders, fostering strong relationships across the business
- Provide support on the development of business cases, delivery of projects and other key business initiatives as required

Personal specifications

A qualified CCAB accountant (ACA /ACCA / CIMA, CIPFA) or equivalent

Minimum of 5 years working in finance, accounting or a related field, with at least 2-3 years relevant experience working as a finance business partner or similar role

Previous experience of working in a professional membership body/ institute would be helpful

High levels of integrity and professionalism

Collaborative team player with a strong sense of ownership and accountability

Skills and competencies

Excellent analytical skills with the ability to interpret financial data and provide actionable insights

Strong business acumen and understanding of key business drivers

Exceptional communication and interpersonal skills, with the ability to influence stakeholders at all levels

Good prioritising, and self-management skills to work effectively alone as well as part of a team

Finance Business Partner (Part Time – 22.5 hours per week)

Salary package: £36k pro rata (reflecting a full-time equivalent salary of £60k) + competitive benefits including 8% Employer pension contribution & a healthcare cash benefit scheme (Medicash)

Permanent role: 22.5 hours per week (0.6fte) which might be worked over 3 or 4 days

Location: Hybrid working with a requirement that the postholder works a minimum of one day each week at our London office (Old Street, N1)

The Chartered Institution of Highways & Transportation (CIHT) is a charity, learned society, membership body and leading voice for those who work in the transport and infrastructure sector.

The Role

Reporting to the Director of Corporate & Business Services, the Finance Business Partner (FBP) will conduct a key role in bridging the gap between finance and the broader business. The individual will work closely with staff and other key stakeholders to provide financial insights, support strategic decision-making, and ensure financial targets are met.

The FBP will oversee delivery of the core finance operations being a lead point of contact for our outsourced finance provider. The FBP will be responsible for budgeting, forecasting, and reporting, enabling business units to achieve their goals.

Who are we looking for?

- A qualified accountant (CCAB)
- Relevant experience in a financial business partner role or equivalent
- Excellent analytical skills with the ability to interpret financial data and provide actionable insights
- Exceptional communication and interpersonal skills, with the ability to influence stakeholders at all levels

Next Steps

If this role is of interest to you, please submit your CV with a short cover letter expressing your interest in being considered for the role by **Monday 7th October**. Applications without a cover letter will not be considered. No agencies.

Interviews will be held in the week of **14th October**.