

# Discovermore

## Operations Finance Business Partner

Department: Finance  
Hours per week: 37.5  
Basis: Fixed Term Contract (2 years)

### Job Purpose

Acting as a true Business Partner by working closely with the Operations Team to control all financial aspects; specifically financial forecasting, monitoring, tracking and reporting, projects and process improvements.

### Key Responsibilities

- Leading the preparation of budgets and long-term forecasts for Operations
- Maintaining a rolling forecast process to allow 'real time' updates to the operations cost centres
- Providing estimates of costs to completion for the project managers
- Creating models to reflect the plans and projects that Operations develops
- Liaising with Operations Director and managers on a regular basis to understand project status/changes to plan and assess financial impact
- Providing financial updates and financial project models for the Operations Director and the Board
- Producing and supporting all Operations financial submissions to the Board, in support of Operations plans and presentations
- Providing finance input on key Operations tenders and contracts
- Liaising with vendors and consultants to ensure project billing is timely, correct and fully analysed
- Generating project Contract Approval Forms and supporting papers for project managers and key study stakeholders for presentation to the Board
- Attending project team meetings and provide detailed budget, spend and balance updates to the team as part of the project management process
- Working closely with the Operations Director, senior managers, Financial Controller, Financial Planning Manager and finance team to implement improvements in project accounting going forward
- Further developing accounting processes in Operations
- Looking for savings or efficiencies in departments especially procurement

### Knowledge, Experience & Skills Required

- Proven project accounting experience, looking to make a step into a BP role
- Experience in a manufacturing business
- Strong analytical skills and excellent attention to detail
- Strong communication skills, able to work closely with stakeholders at all levels
- Experience with finance systems

If you are interested in this role a job description is available on request.

Please send all applications to:  
[careers@allergytherapeutics.com](mailto:careers@allergytherapeutics.com)

**Allergy  
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