

JOB DESCRIPTION



JOB TITLE	Commercial Finance Business Partner - Government
DATE	June 2025
BUSINESS UNIT	Public Sector FM
SITE / OFFICE	Mobile
REPORTS TO	Commercial Finance Manager - Government

ROLE OVERVIEW

The role of Commercial Finance Business Partner will report directly into the Commercial Finance Manager along with close working relationships with the Operational Account Directors within the Public Sector FM Business Unit. The CFBP will be responsible for all commercial and operational finance matters within the portfolio of contracts, as well as contributing to the strategic direction and development of those contracts. The business unit is supported by the UK&I Shared Services & the Central finance team who provide transactional, financial accounting and FP&A support.

KEY TASKS & RESPONSIBILITIES

Duties

Financial Management & Analysis

- Prepare and review management accounts in collaboration with Central Finance and Operations.
- Deliver timely and accurate financial and non-financial performance data and analysis.
- Support budgeting, forecasting, and variance analysis, ensuring alignment with regional and group deadlines.
- Conduct performance analysis to identify risks, opportunities, and areas for improvement.
- Assist in the preparation and submission of monthly payment applications, reconciliations, and client returns.

Commercial & Contractual Support

- Support the administration and pricing of contract variations, early warnings, and service manager instructions.
- Ensure compliance with contractual obligations and internal governance frameworks.
- Maintain and update cost models and contractual quote templates.
- Assist in calculating annual price adjustments (e.g., indexation, legislative changes).
- Provide commercial input into projects, mobilisations, and demobilisations.

Stakeholder Engagement & Reporting

- Build strong relationships with operational teams, clients, and suppliers to resolve financial and contractual queries.
- Present commercial and financial reports to internal and external stakeholders, ensuring clarity and accuracy.
- Collaborate with the Helpdesk and Operations teams to ensure efficient work order management and data integrity.

Continuous Improvement & Strategic Insight

- Identify and implement process improvements in reporting and commercial practices.
- Support scenario modelling and business case development to inform strategic decisions.
- Mitigate KPI penalties through robust data analysis and operational collaboration

QUALIFICATIONS, SKILLS & EXPERIENCE

- CIMA or ACCA qualification
- Previous experience within the Public sector – desirable
- Commercially focused
- CCS Contracts - desirable
- D365 experience
- Manipulation of large volumes of data
- Excellent relationship management, communication and customer service skills
- Confident, credible and articulate when engaging directly with influential stakeholders with potentially high expectations
- Excellent people and influencing skills
- Successful track record of stakeholder management
- Ability to manage time and meet personal and team objectives
- Able to prioritise significant workloads and resource them in response to changing demands and requirements
- Proficiency in Excel

WORKING ARRANGEMENTS

Monday – Friday 40 hours per week.

This role will require attending meetings across the UK in person

ACCEPTANCE OF ROLE

Revisions:

The Company reserves the right to alter these responsibilities and you will be advised of any changes through the normal method of communication.

AGREEMENT:

I confirm that I have read and agree with the responsibilities specified within the Key Tasks and Responsibilities Section of this job description

Name:

(Job Holder)

Signature:

Date:

Name:

(Line Manager)

Signature:

Date: