

## JOB DESCRIPTION

<b>Title</b>	<b>Finance Business Partner</b>
<b>Reports to</b>	<b>Head of Financial Planning and Analysis</b>
<b>Department</b>	<b>FP&amp;A</b>
<b>Location</b>	<b>Based at the London Office (hybrid working model)</b>

### Main purpose of the role

You will contribute to all aspects of the Financial Planning and Analysis Department and make an important contribution to the development of the Finance function in London. You will interact with the Group Finance in Bahrain and KSA, providing information and support when required.

### Duties and Responsibilities

This is a diverse role covering all aspects of the FP&A function across GIB UK Asset Management, Treasury & Banking.

#### Management Reporting including:

- Group Reporting – prepare and submit monthly, quarterly and annual figures.
- Prepare the CFO's Monthly Finance & Risk report and monthly summary P&L for Management Committee.
- Production of daily reporting, including Treasury P&L and deposit report.
- Reporting to Asset and Liability Committee and UK Board as required.
- Regular analysis of income, costs, balance sheet and KPI's, to provide informative insight to the drivers of performance, year on year and versus budget.

#### Forecasting and Budgeting including:

- Assist in preparing the quarterly forecast, analysing risks and opportunities to budget and any necessary management actions that may be required to meet targets.
- Contribute towards the annual budget across all business areas of GIB UK and input to Group systems within deadlines set by GIB Bahrain.

#### Finance Business Partnering:

- Become a strategic business partner, which works closely with all areas of the GIB(UK) to support the successful delivery of the strategy.
- Provide excellent customer service, responding to business stakeholder needs and providing strategic and financial advice to support the management of the business.
- Ensure the delivery of timely management information that is relevant and informative to the end user.

#### Technology:

- Pro-actively identify opportunities for leveraging technology such as PowerBI and Python to drive reporting and operational efficiencies.
- Involvement in on-boarding strategic technology projects to help develop the GIB UK finance function.
- Work closely with the head of technology to help define data requirements to support GIB UK's data strategy.

**Culture responsibilities**

- Implement target culture, including D&I, in department.
- Proactively drive action to help achieve our sustainability objectives.
- Maintain understanding of regulatory requirements and best market practices
- Own relevant policies and procedures as per Governance Framework
- Represent the department on committees and working groups, in an open and pro-active way

**Experience, skills and knowledge****Professional qualifications required (if applicable)**

Qualified Accountant (ACA, ACCA or CIMA)

**Experience, skills and knowledge required****Experience**

You will have experience in all aspects of FP&A within Banking or Asset Management.

You will have experience working in a fast-paced financial services environment and be able to manage multiple deliverables simultaneously.

You will be able to demonstrate that you have experience in leveraging technology within a finance function.

Considering the above, you should be able to quantify and be able to clearly demonstrate the impact you have had on finance functions within a previous role.

**Skills**

- Good knowledge of financial instruments (Money Market, Foreign Exchange, Repos, Interest Rate Swaps, Fixed Income and Equities)
- Good technical/analytical accounting skills and knowledge of IFRS
- Strong Excel
- Process analysis skills and identification of key risks and controls.
- Core MS Office skills.
- Python skills are desirable, but not essential.
- Power BI skills are desirable, but not essential.

**Personal Qualities**

- Pro-active and takes ownership for responsibilities.
- Excellent verbal and written communication skills
- Enthusiastic personality with a positive “can do” attitude.
- Able to consistently meet deadlines.
- Ability to evaluate problems make decisions knowing when to escalate.
- Ability to communicate with traders, senior management and colleagues at all levels.
- An ability to challenge the status quo in a constructive manner and contribute to new challenges in a multi-cultural business.