

# Finance Business Partner - Temp x 12 months

## Manchester - Finance

A temporary opportunity has arisen for a Finance Business Partner to work closely with the Chief Operating Officer, supporting the dnata Manchester and Regional sites

### Experience

- ✔ Qualified (ACA/CIMA/ACCA) plus relevant experience to support the duties below or;
- ✔ Qualified by experience to the above qualification to support the duties below

### Desirable Skills

- ✔ Analytical with the ability to provide detailed management reports
- ✔ Relationship builder
- ✔ Financial management
- ✔ Excellent communication/interpersonal
- ✔ Flexible to meet the needs of the business
- ✔ Focused
- ✔ Strong influencer
- ✔ Safety driven

### Key Tasks

- ✔ Timely and accurate production of month end management accounts for Regional Cargo, Regional Transport and Regional Ground Handling, including timely and accurate production of non-financial information.
- ✔ Weekly scorecard production for all sites
- ✔ Analysis of monthly performance to budget and forecast of financial and non-financial information, evaluating variance impact and identifying trends
- ✔ Report results, variances, and trends to Cargo, Regional Transport, and Ground Handling management, and conduct extensive analysis of the business results, plans, forecasts, and risk strategy
- ✔ Assist with implementing and maintain internal financial controls, processes and procedures, and conducting internal audits
- ✔ Preparation of accruals and prepayments and monthly reconciliation of balance sheet accounts
- ✔ Assisting COO – UK Regions and Ireland with cost reduction and revenue projects
- ✔ Provide accurate information to cost models
- ✔ Undertake various finance jobs as required by corporate finance
- ✔ To undertake any other duties as required by management, commensurate with the grade of the post
- ✔ Promote at all times the Vision, Mission, Values of dnata

### Hours of work:

- ✔ 37.5 hours per week, working hours necessary to fulfil the role

If you believe you have the drive and enthusiasm required, apply in writing with an up to date CV and covering letter advising why you are suitable for this position to:

Maddy Cocker, HR Business Partner

[Maddy.cocker@dnata.co.uk](mailto:Maddy.cocker@dnata.co.uk)

Successful applicants will be shortlisted for interview, and must have the legal right to work in the UK  
Internal candidates - please ensure you have informed your manager of your application

**Closing Date: 07 October 2018**

dnata Ltd is an equal opportunities employer

The dnata logo, featuring the word 'dnata' in a lowercase, blue, sans-serif font. The 'd' is stylized with a small yellow dot above it.