



# Shape your career

Role profile:

Finance Business  
Partner

bruntwood

# About Bruntwood

Bruntwood is a business led by one purpose: *creating thriving cities*. Our deep connection with the cities we work in sets us apart; and over more than forty years, everything we have achieved has been with this purpose in mind.

We own, let and manage outstanding buildings, workspace, innovation and science facilities. We deliver everything from individual co-working desks and meeting rooms to corporate headquarters, in superb locations across the major cities of the UK.

But for us it's about much more than bricks and mortar. Over 3,000 businesses choose Bruntwood space – from start-ups and SMEs to multinationals – because of the proven advantage we offer. Choosing Bruntwood gives our customers access to a unique network of resources and expertise that enables them to thrive.

Helping people to thrive fuels our passion for supporting arts and culture, our programme of community volunteering, and our ambitious plans for future growth too. Every investment we make is really an investment in our colleagues, our customers and the communities we're all part of, because when our cities thrive, so do we – proof that our purpose makes sound commercial sense too.

Since 1976 this approach has helped us to grow into a company with more than £1bn in assets under ownership across more than 100 landmark properties, a development pipeline of £1.4bn, and a team of more than 750 people working across our group.

**bruntwood**





# About Bruntwood

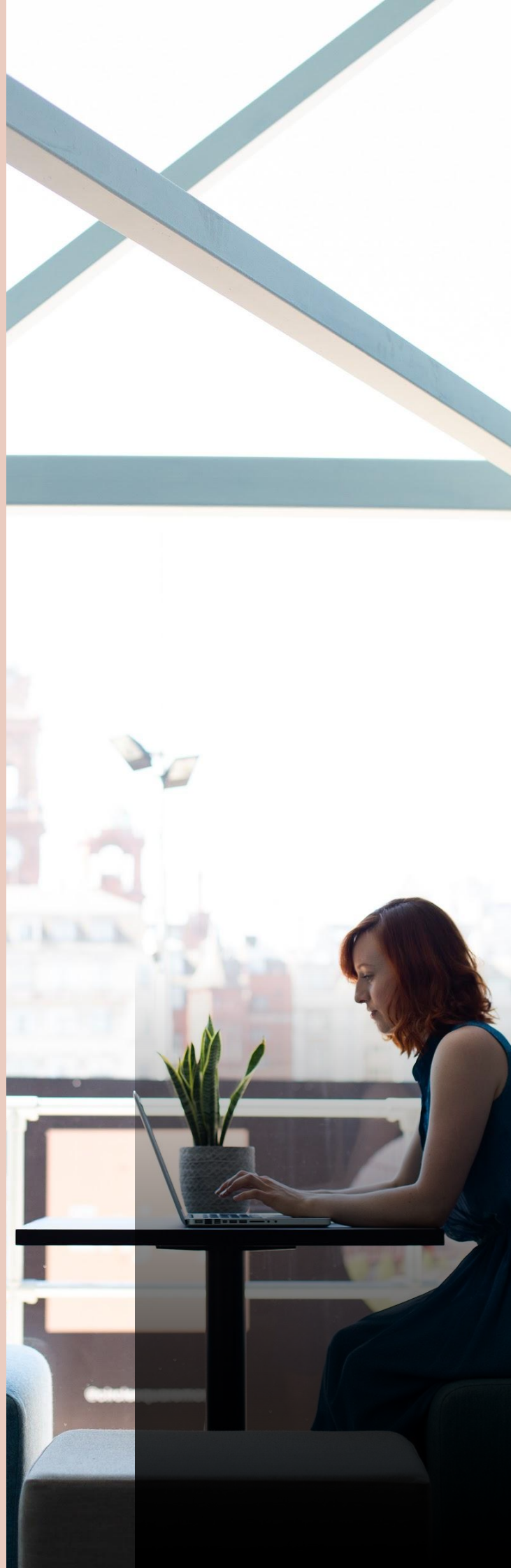
Bruntwood and its people are passionate about supporting communities, arts and culture in the city regions where it invests. The company donates around 10% of annual profits to local good causes through the Oglesby Charitable Trust and is proud to support the Manchester International Festival and RHS Tatton Flower Show.

Today, Bruntwood SciTech owns and manages the largest portfolio of science and technology assets in the UK including prestigious locations like Manchester Science Park in Manchester, Alderley Park in Cheshire and Platform in Leeds.. Bruntwood Works is changing the way people work by creating and curating inspiring environments that help people and business to thrive across Manchester, Leeds, Liverpool and Birmingham.

At Bruntwood, space is just the start of the story. Led by our purpose we create places that are healthier, better connected, more vibrant, sustainable, inclusive and economically empowered. Places people want to live, work and play in.

**We create thriving cities.**

bruntwood



# Shape Your World

We see the world differently...

There are lots of things that a Bruntwood person isn't.

You're no particular height. You're no particular eye colour. Or hairstyle. Or gender. It doesn't matter what you do with your weekend (though you should make the most of it!)

We're not looking for people who sit on the sidelines and say "that'll do". We're not interested in folk that see the glass half empty. Or half full. Our kind of people get rid of the glass entirely and say "keep pouring and let's see where this goes..."

They walk the streets of our great cities every day. They look at worn out places and dream of them thriving, then they go and deliver something incredible. They're thrilled by the idea of work that makes a real difference to people's lives and want to be part of it.

They are part of it. Because it takes a community to make a community. People who love its history and care about shaping its future. People who care about others like they're part of the family; who want to make a difference and improve things for generations to come.

That's our kind of people, and if that resonates with you, maybe we're your kind of people too.

We offer the opportunity to work, of course. To learn and grow, to take your career in new directions and achieve more than you might have imagined possible. We encourage everyone to pursue their passions, and find the balance that brings out the best in everything they do.

**So, work at Bruntwood and shape your world..**



**Dream & deliver**



**Never sit on the sidelines**



**Be creatively commercial**



**Pay attention to detail  
(it matters)**



**Be brilliant to work with**

**bruntwood**

# Role Profile

## The role: Finance Business Partner

As Finance Business Partner, you will work within the commercial finance team who play a crucial role at Bruntwood ensuring that our operational colleagues have accurate, timely, financial and non-financial information to enable robust decision making.

### What you'll be doing:

- Coordinating all aspects of financial reporting for the JV portfolios with the aim of monitoring and improving the financial performance against their business plans
- Playing a key role in influencing commercial decision making and strategy, including business case review for major expenditure, redevelopment and acquisitions/disposals
- Overseeing and managing the budget setting, forecasting and reporting requirements of each of these areas
- Producing a full quarterly reporting pack for each of the JV LLP's, to include Income & Capital returns, variance analysis, risks/sensitivity analysis and recommendations
- Producing quarter-end accounts for all aspects of the portfolio including income, expenditure and service charge, balance sheet and cashflow in line with the SLA's
- Preparing and presenting full quarterly analysis of P&L variances to internal and external stakeholders, identifying and highlighting trends for the senior management team to consider
- Managing weekly, quarterly and annual cash plans, incorporating loan drawdowns and distributions to members in order to meet LLP capital and debt requirements.
- Providing the senior management team with key financial and non financial performance indicators, highlighting trends and analysing causes of variance
- Supporting the team on commercial transactions with robust financial appraisals, including recommendations to change the structure of commercial leasing transactions or contracts, and discussing these with the Head of Finance where appropriate.
- Ensuring our financial due diligence procedures are followed and transactions structured to mitigate identified risk
- Overseeing the commercial and financial accounting for Service charge, utilising information produced by the central services team to drive commercially beneficial outcomes
- Continuing to review possible automation of financial and non-financial reporting, with the aim of delivering existing identified cost efficiencies.

### We're looking for someone who is:

- ACA/CIMA/ACCA Qualified
- Highly motivated and a commercial finance professional with a flexible pragmatic approach
- Sound with their financial accounting knowledge and experience of budget setting and forecasting
- Highly analytical, including advanced working knowledge of Microsoft Excel
- Excellent with their communication skills to establish credibility and influence at all levels
- Open to challenge and being challenged with a genuine desire to actively contribute new ideas
- Skilled at using their judgement, initiative and ability to overcome obstacles and find creative solutions
- Flexible with the ability to prioritise a busy workload

# Benefits of working with us



Volunteering  
scheme



Interest free  
travel to work  
loan



Enhanced  
maternity and  
paternity pay



Social events



Agile  
working



Interest  
free  
learning  
loans



Private  
healthcare



Life assurance  
cover



24 days  
holiday\*



Birthday  
leave



Free healthy  
breakfasts



Sabbaticals



Employer  
matched  
pension  
scheme



Shape Our  
Team scheme  
(£500)



Employee  
shared  
ownership



Employee  
assistance  
program



Buy and sell  
holiday scheme



Eyecare  
vouchers

\*Increases to 25 days after 2 years