

Role profile:

Finance Executive



bruntwood
SciTech

A photograph of three people (two women and one man) sitting around a dark wooden table in a modern office setting. They are engaged in a discussion, with one woman gesturing with her hands. Large windows in the background offer a view of a city street with brick buildings. A large, cylindrical pendant light hangs above the table. The overall atmosphere is professional and collaborative.

About Bruntwood SciTech

A joint venture between Bruntwood, Legal & General and Greater Manchester Pension Fund, Bruntwood SciTech is the UK's leading property provider dedicated to the growth of the science and technology sector.

Bruntwood SciTech is creating a network of innovation districts across the country, owning and managing the largest portfolio of science and technology assets in the UK with locations in Manchester, Leeds, Birmingham, Liverpool and Cheshire. This network is home to over 500 of the UK's most disruptive science and technology businesses, and will support the creation of over 20,000 high value jobs for the UK economy over the next 10 years.

Here are some examples of our properties which we develop from scratch and manage on an ongoing basis: [Circle Square](#) - a vibrant new neighbourhood for digital and tech businesses, [Innovation Birmingham Campus](#) - Birmingham's leading digital tech campus, home to over 120 businesses, in the heart of the Knowledge Quarter and [Alderley Park](#) - A world-leading life science and innovation campus, home to over 200 businesses.

At Bruntwood, we are led by one purpose: Creating Thriving Cities. Our deep connection with the cities we work in sets us apart; and for more than forty years, everything we have achieved has been with this purpose in mind.

The role will include an element of travel with working locations including our Manchester City Centre office (Union) and one of our regional campuses at Alderley Park (Cheshire).

Shape your World

Everything we do comes down to our five values. In practice, these will mean something unique to every person at Bruntwood, but if you're considering working here, give them some thought. They've been at the heart of our story for over 40 years. Take a look at our video to find out more

We really believe that if you're brilliant to work with, you deserve brilliant things in return - from the big important stuff like up to 8% matched pension, 25 days holiday,

private healthcare, and enhanced maternity and paternity leave.

Through to the "small perks" that help you out with the little things that matter just as much. At Bruntwood we might work hard, but we have the benefits and rewards in place to help you find that balance and enjoy life too.

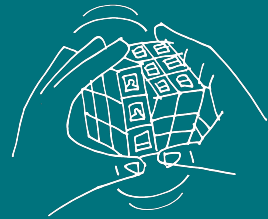
**So, work at Bruntwood
and shape your world..**



**Dream &
deliver**



**Never sit on
the sidelines**



**Be creatively
commercial**



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



**Be brilliant
to work with**



Role Profile

The role: Finance Executive

Salary: £24,000

Job purpose:

As a Finance Executive at Bruntwood, you will have a varied role supporting our Asset Management, Project Management, Financial Reporting and Financial Accounting teams as you develop in your role. As part of the role the company will support you in undertaking the CIMA qualification.

You will be part of a vibrant finance team and mentored by the extended team of Finance Executives who are midway through or recently completed the scheme.

What will you be doing:

- Financial KPI reporting for our diverse property portfolio and identifying key trends linking to our non-financial KPIs such as lettings, occupancy and customer retention.
- Forecasting the future performance of our portfolio through input into our financial models and discussions with internal stakeholders
- Business partnering with our other teams outside of finance including Asset Management, Surveying, Development and Marketing
- Assessment and analysis of actual financial performance versus our budget/forecast
- Prepare analysis to support management meetings in which key decisions are discussed and agreed such as new developments or disposals
- Accounting for our wider financial performance on a quarterly basis
- Assist in cash flow forecasting and variance analysis reporting
- Production of balance sheet reconciliations on a monthly or quarterly basis.

What we're looking for:

- Driven, with a hunger to learn & develop
- Ability to learn quickly and have the drive and determination to challenge yourself
- Strong time management and organisation skills
- Ability to work under own initiative and as part of a team
- Thorough approach and high attention to detail
- Confidence & ability to work with senior project staff
- Strong Microsoft Office skills, particularly Excel
- Excellent interpersonal skills, both verbal and written
- As a minimum: Maths Grade B/6 & English Grade C/5

Benefits of working with us

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Ways of Working

- We understand the importance of work-life balance, so whilst we are primarily an office-based culture (it's what we do!), we also want to encourage flexibility and agility where possible. Our colleagues make use of our different spaces and find lots of ways to collaborate which enable them to find the balance that brings out the best in everything they do.



Holiday

- **28 days holiday** - plus your birthday!
- **Buy & sell** more holidays if needed
- **Sabbatical** of up to 12 months so you can take a career break after five years with us



Financial benefits

- Up to 8% matched **pension scheme**
- **Enhanced maternity & paternity leave** - plus baby bonus!
- **Discounts & cashback** at leading retailers
- **Life assurance** / death in service
- **Rewards** for long service



Health

- **Employee Assistance Programme** - 24/7 access to mental health, legal & financial support, including counselling
- **Free healthcare cash plan** for all colleagues so you can claim back medical expenses like optical, dentist & physiotherapy. We also offer
- **Free private healthcare** cover on an opt-in basis
- **Fitness classes**, free gym spaces & gym discounts
- **Healthy breakfasts** in our offices
- **Wellbeing app** which rewards you financially for daily habits. You can spend this on everyday essentials, treats or even donate to good causes



Development

- **24 'Bruntwood Cares'** volunteering hours per year
- **Learning sponsorship**
- **Interest free learning loans** up to £2000 to pursue your passions
- **Mentoring scheme**
- **Work Shadowing**



Travel

- **Interest free travel** to work loans
- **Cycle to work** scheme
- **Car park** discounts

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