

## Job Description

**Title** Finance & Business Development Manager

**Location** London (Office Based)

**Salary** £49,875 + benefits

### Role purpose

The role of Finance & Business Development Manager at PPL is critical to enhancing productivity, driving overall performance and our wider social impact.

It is multifaceted, combining day-to-day financial operations and resource management with supporting the development and growth of the UK's leading social enterprise management consultancy.

Working within our operations team, this includes:

- **Financial management**, financial forecasting and accounting, invoicing, cash flow and supplier management, and compliance with statutory requirements.
- **Business development** including supporting framework management, tender submissions, working with consulting colleagues and partners.
- **Operational management** with responsibility for quality, environmental, information security and resourcing processes and systems.
- **Senior leadership team support**, including development and presentation of analysis, insights and key performance data to support the work of the management, executive team and board.

The Finance & Business Development Manager will develop and maintain strong relationships with key stakeholders within and outside of PPL, in line with the values of our organisation.

## 2. Key responsibilities

### A. Financial Management

- **Managing the end-to-end financial processes** around our project and client work, from tracking and forecasting current and new opportunities, to accounting for project and internal time, expenses and sub-contractor costs, ensuring client invoices are raised in a timely way, and managing corresponding cash collection.
- **Managing external suppliers** and spend within budget, ensuring all expenditure is correctly coded, reconciled, approved and paid in line with our policies and values. Reviewing all supplier expenditure on a monthly basis and ensuring that PPL is getting the best value from its external spend.
- **Overseeing PPL's payroll, pension and employee benefits schemes**, ensuring that all individuals receive their monthly and annual entitlements.
- **Supporting the senior leadership team** through proactive identification and management of financial opportunities and risks, through the annual financial planning process, and through the management of PPL assets.

### B. Business Development

- **Supporting the identification and responses to new business opportunities** including timely, high-quality bid submissions, working with the wider PPL team.
- **Managing consultancy frameworks both on behalf of PPL and our partners**, including related contracting, reporting and renewals.
- **Enabling wider business development** including managing strategic initiatives to support PPL to grow our impact, as a social enterprise and a management consultancy.

### C. Operational Management

- **Resource allocation and management** including ensuring that the right resources are assigned to projects based on their skills, experience and availability, monitoring and optimising utilization rates.
- **Quality, environmental and information management** in line with our ISO 9001, 14001 and 27001 accreditations.
- **Risk management** including early identification, effective assessment and proactive escalation of internal and external risks and opportunities, working with the management and senior executive teams.

### D. Senior leadership team support

- **Development and delivery of Key Performance Indicators and Metrics** including regular reporting to the team, management and senior executives.
- **Supporting strategic planning** including through analysis and development of plans and recommendations in line with overall organizational priorities and goals.
- **Business case development and management** supporting key decision making and achievement of associated benefits.

### 3. Core Competencies

#### A. Financial Management

- **Budgeting and Forecasting:** Expertise in developing, managing, and monitoring budgets, financial forecasts, and models.
- **Accounting:** Ability to manage accounts receivable, accounts payable, cash flow together with monthly and annual financial accounting and reporting.
- **Analysis:** Strong analytical skills to interpret financial data, conduct profitability analysis, and drive financial performance.
- **Technical:** Proficient in financial management systems including QuickBooks.

#### B. Business Development:

- **Opportunity Management:** Proficiency in identifying and evaluating new business opportunities and successfully managing submission development and the consultancy bidding process.
- **Client Relationship Management:** Ability to build and maintain strong relationships with clients, stakeholders, and partners to drive business impact and growth.
- **Technical:** Experienced in working with bid submissions in a public sector environment.

#### C. Project Management:

- **Planning and resource management:** Skills in developing detailed project plans, managing resources, and ensuring timely delivery of projects within budget.
- **Quality Assurance:** Commitment to maintaining high standards of quality in project deliverables and services.
- **Technical:** Knowledge of project management methodologies and proficiency in project management software (e.g. MS Project, CMAP) to manage tasks, timelines, and resources.

#### D. Operational Efficiency

- **Process Improvement:** Ability to identify inefficiencies and implement process improvements to enhance operational productivity.
- **Technology Utilisation:** Proficiency in leveraging technology and tools to streamline operations and improve efficiency.

#### E. Leadership and Team Management:

- **Team Leadership:** Strong leadership skills to motivate, mentor, and develop team members.
- **Collaboration:** Ability to work collaboratively across departments and build effective teams to achieve common goals.

#### F. Communication:

- **Stakeholder Communication:** Excellent verbal and written communication skills to effectively engage with clients, senior management, and team members.
- **Negotiation:** Skilled in negotiation and conflict resolution to manage stakeholder expectations and secure favourable outcomes.

#### G. Risk Management

- **Risk Identification:** Ability to identify potential risks and develop strategies to mitigate them.
- **Compliance:** Ensuring adherence to financial regulations, legal standards, and ethical practices.

## 4. Behavioural Competencies

### A. Analytical Thinking

- **Attention to Detail:** High level of accuracy and attention to detail in analysis and reporting.
- **Problem-Solving:** Proven skills to address complex financial and business challenges.

### B. Adaptability

- **Flexibility:** Ability to adapt to changing conditions, team and client needs and priorities.
- **Resilience:** Maintains performance and motivation under pressure and during setbacks.

### C. Initiative

- **Proactivity:** Takes initiative to identify opportunities for improvement and drive positive change.
- **Entrepreneurial Mindset:** Demonstrates a forward-thinking, entrepreneurial approach to business development and growth.

### D. Ethical Integrity

- **Trustworthiness:** Acts with integrity, honesty, and transparency in all business dealings.
- **Responsibility:** Upholds ethical standards and takes responsibility for actions and decisions.

### E. Client Focus

- **Customer Orientation:** Strong commitment to understanding and meeting the needs of clients.
- **Service Excellence:** Dedicated to providing exceptional service and exceeding client expectations.