Description

Job title	Finance & Strategy Business Partner
Job type	Permanent, full-time
Salary range p.a.	£42,000 - £48,000
Team	Finance
Location	Across Hethel Innovation (HIL) sites – flexible and part-time home working considered
Responsible to	Chief Finance & Strategy Officer
Role available from	Immediately

Role and Context

Job Overview

The objectives of this new role are to strengthen Hethel Innovation's strategic financial capability by connecting financial insight, operational performance, risk management and commercial decision-making across the business; and to contribute to the development and delivery of new services to our community of innovative SME businesses.

You will work closely with the Chief Finance & Strategy Officer, Management Accountant, operational teams and senior leaders to ensure that we have high-quality financial and operational data, robust investment appraisal and other strategic models, meaningful performance metrics and clear commercial insight to support decision-making during a period of growth.

The role-holder will be responsible for implementing an integrated and automated financial-operational reporting framework; building cross-functional partnerships to deliver transformational process improvements; supporting investment project planning; developing financial models and scenario analysis for critical strategic decisions; and co-leading the introduction of new commercial services.

This role requires a commercially minded, analytical and collaborative finance professional who can translate financial and operational data into strategic insight, influence colleagues across departments, and help HIL deliver scalable systems, controls and commercial propositions as it looks to continue to grow.

About HIL

- HIL manages three Centres of Excellence: Hethel Engineering Centre and Scottow Enterprise Park in Norfolk, and the newly opened Stowmarket Innovation Gateway, part of the Gateway 14 Freeport site in Suffolk. We have bold plans to grow our footprint further in the next few years.
- HIL also carries out business growth and economic development consultancy projects for SME and public sector customers in the wider region, as well as developing innovation platforms to progress opportunities in key regional sectors. HIL is planning to significantly scale up this arm of the business.

Other Job Information (e.g. any special factors or constraints)

- Flexible and part-time home working arrangements will be considered; you will however be expected to attend HIL's sites as required by management and/or to attend key meetings.

Principal Duties

- Business Partnering & Performance Insight
  - Partner with colleagues to improve financial understanding, decisions and performance
  - Provide insight-driven analysis to support operational, C-Suite and Board decision-making
  - Develop and maintain KPI dashboards and performance metrics across critical functions
  - Support teams across the business to improve processes, efficiency and value
  - Translate financial, operational and market information into clear, actionable recommendations

- Financial Planning, Forecasting & Modelling
  - Work with HIL's Management Accountant to prepare detailed profit and cash flow forecasts, variance analyses, and scenario analysis for operations and key projects
  - Build and maintain financial models to support strategic and investment decisions
  - Take ownership of our long-term financial planning
  - Support annual budgeting with robust, evidence-based inputs sourced across teams
  - Analyse variances and performance trends to inform business planning

- Commercial Strategy & New Service Development
  - Support competitive pricing of existing and new products and services
  - Prepare investment appraisals, including financial viability and risk assessment
  - Work with colleagues to design services that generate value for HIL and its customers
  - Provide commercial and financial input into strategic projects and opportunities

- Governance & Risk Management
  - Support the development and maintenance of robust financial controls and assurance frameworks
  - Work with colleagues to improve risk management practices and reporting across financial and operational areas
  - Support enterprise-wide approaches to data quality, governance and reporting quality and consistency
  - Support compliance monitoring and internal audit functions

Qualifications

Essential	Desirable
• Qualified ACA, ACCA or CIMA (or with less than 1 year est. until qualification)	• Holds a qualification relating to Business, Economics or Data Science • Evidence of continued professional and personal development • Membership of a relevant professional body

Experience

Essential	Desirable
• Using data to generate insights and support strategic decision-making • Building financial models and dashboards • Cross-working with non-finance colleagues and stakeholders	• Use of business intelligence software such as PowerBI or Tableau • Working in a commercial or analytical role • Investment appraisal of strategic projects • Programme management • Delivering integrated finance-operational reporting • Working in an innovation consultancy and/or commercial property management environment

Skills/Knowledge	
Essential	**Desirable**
• Ability to interpret and communicate financial and other data analysis • Advanced Excel capability • Proven ability to communicate effectively to non-finance colleagues • Strong organisation and time management skills	• Financial, operational and market data analysis, statistics and communication • Innovation and new product development • Supporting business growth and scale-up • Sustainability and impact reporting

Attributes

- Analytical, curious and commercially minded
- Strong problem-solving and critical thinking ability
- Clear and confident communicator with non-finance colleagues
- Collaborative and relationship-focused
- High attention to detail and organised approach
- Motivated, proactive and improvement-focused
- Able to balance strategic thinking with practical delivery

General Information

- HIL offers perks and benefits to its staff including flexible and home working, as well as access to private medical insurance.
- The job description details the main outcomes of the job and will be updated if these outcomes change.
- All work performed/duties undertaken must be carried out in accordance with relevant HIL policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to understand what is meant by safeguarding vulnerable groups (children, young people and adults) and how to raise concerns.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

The information in this job description is accurate and reflects the requirement of the role:

Line Manager:	Aaron Hunter
Position:	Chief Finance & Strategy Officer
Date:	June 2026