**Job Specification Template – Finance Business Partner**

The following sample Finance Business Partner job description is designed to support your upcoming recruitment needs. This template can be tailored based on the responsibilities, requirements, and benefits of the role you are sourcing for.

Please refer to the comments for more advice on editing each section of the document.

**Finance Business Partner**

***Job Location: [City, Country]***

***Job type: [remote, hybrid, on-site]***

***Salary banding [$XXX,XXX - $XXX-XXX]***

**Job Overview:**

Our company is a leader in its field, driven by innovation and growth. We are seeking a skilled Finance Business Partner to provide financial insight and strategic recommendations, supporting decision-making across multiple functions. In this role, you will work closely with senior leadership to drive business growth, improve financial performance, and build strong relationships.

This is a great opportunity to contribute to a fast-growing organization and advance your career with a dynamic leadership team.

**Key Responsibilities:**

**The Finance Business Partner will play a key role in driving the company's financial health and strategic decision-making. Primary responsibilities include:**

* Delivering high-quality, timely financial insights to senior leadership, enabling business growth, financial performance improvements, and effective decision-making.
* Leading financial planning, forecasting, budgeting, and analytical processes to support informed business strategies.
* Collaborating with all business functions, proactively challenging and advising key stakeholders on commercial decisions.
* Modeling, reporting, and analyzing strategic growth opportunities to identify potential avenues for expansion.
* Maximizing commercial value by mitigating financial risks, providing guidance on contract negotiations, and supporting renewals.
* Developing and maintaining financial systems and reporting processes to ensure transparency, operational efficiency, and performance excellence.
* Reviewing and appraising business investment initiatives, ensuring they are aligned with targeted financial outcomes and thoroughly monitored for success.

**The Skills You’ll Bring:**

* CPA designation (CA, CGA, or CMA) or equivalent qualification.
* Proven experience in financial management, with a strong background working alongside senior leadership.
* Analytical and commercial mindset with the ability to support sound commercial decision-making.
* Strong leadership, communication, and influencing skills to manage key internal and external relationships.
* Expertise in driving business and profit growth, with a track record of successful business partnering at senior levels.
* Proficiency in financial modeling, Excel, and relevant accounting software.
* Solid understanding of forecasting and analytical tools used in the Canadian market.
* High standards of personal integrity, with a proactive approach to improving systems, processes, and reporting.

**What sets this company apart:**

Our company is committed to providing a diverse and inclusive work environment where every team member can thrive. We offer a comprehensive benefits package designed to support your overall well-being and professional growth, including:

* Opportunity to earn up to X% annual bonus.
* Car allowance (CA$X annually).
* Competitive Group RRSP (we’ll match your contributions up to X%).
* Flexible working hours.
* X days' paid vacation + statutory holidays.
* Flexible benefits program with options (including retail discounts, public transit reimbursements, wellness programs).
* Employee Assistance Program (EAP).

We are committed to creating a collaborative, dynamic working environment with significant career development opportunities.