

## Finance Business Partner

<b>Department</b>	Treasury and Exchequer	
<b>Section</b>	Finance Business Partnering	
<b>Reports to</b>	Head of Finance Business Partnering	
<b>JE Ref</b>	STE1017	
<b>Grade</b>	CS13	<b>JE Date</b> 20/12/2021

### Job purpose

The Finance Business Partner will work with the Head of Finance Business Partnering, acting as the “ambassador” for finance to their specific departmental customer group, providing high-quality financial insight, strategic support, and challenge to departments.

The Finance Business Partner role is a link grade of 12 and 13. Finance Business Partners who are newly appointed into role without experience of supporting department(s) would be a Grade 12. Finance Business Partners who have experience in supporting department(s) would be a grade 13.

Finance Business Partners joining as a grade 12 would have the ability to move to Grade 13 on gaining skills, experience and qualification required to provide direct departmental support.

The post holder will represent and support a customer-focused Finance Business Partnering capability for specific departments and key Corporate functions (such as commercial colleagues) to put Finance at the heart of departmental decision-making. Working alongside the Director General as part of their departmental leadership team, this role will provide valued financial insight, strategic support and challenge to the department and drive the local financial and performance plan. They will act as the link between strategic finance and the business.

The Finance Business Partnering team must be accessible and provide the “voice of the customer” back into the Government of Jersey Treasury and Exchequer and its Finance Hub. The post-holder is expected to communicate effectively - being comfortable to challenge budget holders (estimated budgets between £50m and £200m) and other stakeholders to ensure that expenditure is prioritised effectively as well as providing insightful and proactive support that drives local decision making. In addition, working with Strategic Finance is important to drive strategic, corporate and departmental business planning to ensure there is a clear and consistent ‘golden thread’ aligning departmental budgets to the Corporate Plan.

## Job specific outcomes

1. The establishment of effective partnering relationships with specific departments to ensure open and continuous dialogue on all financial matters and decisions.
2. Delivering the “ambassadorial” aspects of the Finance Business Partnering team, supporting their personal development, and building relationships with Director Generals and their teams
3. Promoting the strategic direction outlined by Ministers, Senior Leadership, and the vision for Finance. Supporting the delivery of the Corporate Plan outcomes by translating it into 4 year rolling plans for all departments.
4. Put Finance at the heart of decision-making in departments by providing high quality financial advice, principally to the Director General and departmental management team on policy, cost drivers and performance metrics. Using performance indicators, costing techniques, business cases and investment appraisal guidance and other centrally led finance initiatives to meet corporate priorities.
5. Using the reports from the Finance Hub, provide insight and analysis with departmental officers and managers to interpret financial performance and drive financial forecasting in year and beyond. Support improvements to financial reporting quality and timeliness with the Heads of Analytics and Management Information and Group Reporting.
6. Propose and influence methods to improve financial literacy within departments through
7. advocating and executing financial process, policies, and standards. Act as a coach and conduit to develop financial management understanding and champion training in systems, business cases, reporting, costing, as well as adherence of Jersey Public Finance Law and Financial Directions.
8. Evaluate the departmental revenue and capital programmes and projects for value of money, including changes to funding streams, commercial opportunities and financial targets to support the delivery of the Corporate Plan.
9. Understand, monitor and report on financial risks resulting from decision making, escalating any concerns or issues in a timely manner whilst seeking to find resolutions for and managing any conflict which may arise to resolution.
10. Assist the Head of Business Partnering with providing Finance leadership and partner organisations with independent analysis and interpretation of financial and performance material; ensuring decisions are made with consideration for financial resources and meet the financial objectives of the Government.

11. Deputise for the Head of Business Partnering as necessary.
12. Manage your professional development, keeping up to date with relevant accounting standards, developments and statutory legislation – including, but not limited to, Jersey Public Finance Law, service developments/initiatives and Government policies and procedures to provide strategic insight to departments.
13. Undertake other duties and responsibilities of a similar nature as may be required from time to time.

### Statutory responsibilities

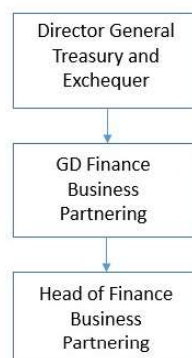
Active engagement, participation, and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

### Organisational structure

#### One Government Departments



### Organisation chart



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	Degree, Qualified Accountant or Equivalent Experience  Member of a professional Organisation	
<b>Knowledge</b>	Advanced knowledge of; <ul style="list-style-type: none"> <li>• The role of the Finance Function in leading and driving organisational wide financial stewardship</li> <li>• The States of Jersey Finance Law, or a comparable organisation, and its strategy, ministerial functions, policy developments, and the ability to apply financial analysis and advice to the above</li> <li>• Finance processes as they relate to the role</li> <li>• The role of Finance in maintaining accurate data and systems as appropriate to the role</li> <li>• Statutory and management financial reporting as it relates to this role</li> <li>• Relevant accounting practices, comparable Finance Law and associated Finance Directions</li> </ul>	Knowledge of; <ul style="list-style-type: none"> <li>• The activity and processes of Government including interaction between politicians and officials</li> <li>• The Policy process and the role of Finance in policy development, execution and realisation</li> </ul>
<b>Technical / Work-based Skills</b>	Numerical skills and the ability to work accurately with figures whilst under pressure and produce management information.  Analytical skills. IT skills, with a knowledge of Microsoft office software, in particular Excel with the ability to use formulas, development of spreadsheets, and the ability to analyse and present statistical and performance data.  Ability to apply accounting concepts to the production of accounts and management information.	
<b>General Skills/Attributes</b>	Oral and written communication skills with the ability to adapt the approach dependent on circumstances. Willingness to challenge.	

	<p>Ability to work at pace and retain a resilience in the face of pressurised situations.</p> <p>The ability to prioritise and manage their workload.</p>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Est. 0-5 years post qualification experience</li> <li>• 5-7 years' experience working in a finance role (preferably public sector)             <ul style="list-style-type: none"> <li>• Experience leading, inspiring and developing teams</li> </ul> </li> <li>• Management experience within a similar environment</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in a business partnering role</li> <li>• Analysis and clear presentation of data to support appropriate financial strategies and policies at a ministerial and corporate level</li> <li>• Use of financial software packages and experience in the development of spreadsheets, combined</li> <li>• Experience of training / supervising staff</li> <li>• Experience collating and interpreting statistical and performance data, working accurately to strict deadlines with the ability to analyse and present statistical and performance data</li> <li>• Experience working alongside Senior Managers within Government</li> </ul>

## Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 4 core accountabilities attributes and behaviour indicators.