

## Advisor - Finance Business Partnering

<b>Department</b>	Treasury and Exchequer	
<b>Section</b>	Finance Business Partnering	
<b>Reports to</b>	Head of Finance Business Partner Unit	
<b>JE Ref</b>	STE1018	
<b>Grade</b>	CS10	<b>JE Date:</b> 20/12/2021

### Job purpose

Provide financial insight, strategic support and challenge to departmental managers and teams and answer financial queries from budget holders. Acting as the “ambassador” for finance to their specific department customer group, they will be the main point of contact between the department and strategic finance, providing high quality financial insight, strategic support and challenge and putting finance at the heart of departmental decision-making.

The Finance Business Partner Advisor role is a link grade of 9 and 10. Finance Business Partner Advisors who are newly appointed into role without line management or project management experience would be a Grade 9. Finance Business Partners who have experience in either line or project management would be a grade 10.

Finance Business Partners joining as a grade 9 would have the ability to move to Grade 10 on gaining skills, experience and qualification required to provide line or project management support

### Job specific outcomes

- Perform independent analysis and interpretation of financial and performance information for departmental officers and managers utilising reports from the Analytics and Management Information Team. Meeting departmental teams to discuss and identify requirements to improve the information provided and develop consistent and fit for purpose reporting within the Government.
- Delivering the “ambassadorial” aspects of the Finance Business Partnering team, establishing effective partnering relationships with Director Generals and specific departments to ensure open and continuous dialogue on all financial matters and decisions.
- Put Finance at the heart of decision-making in departments by challenging budget holders and other stakeholders to ensure that expenditure is prioritised effectively as well as providing insightful and proactive support that drives local decision making. 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.
- 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.
- Be an expert on financial policies, cost drivers and performance metrics in order to provide high quality financial advice and build trusted relationships with departmental teams and provide the ‘voice of the customer’ back into the Government’ Treasury and Exchequer.

- Use performance indicators, costing techniques, business cases and investment appraisal guidance and other centrally led finance initiatives to meet corporate priorities and enable better decision making and to meet corporate policies.
- Sit on procurement and project boards as the Finance representative including performing financial evaluations of suppliers, writing financial aspects of business cases and informing financial forecasting in year and beyond in order to ensure that departmental teams get the assistance they require to manage their finances effectively.
- Promoting the strategic direction outlined by Ministers, Senior Leadership and the vision for finance. Enabling the translation of Government Plan objectives into departmental plans and in turn into departmental budgets by meeting with budget holders and directors to understand their operational objectives and associated costs and cost drivers.
- Propose and influence methods to improve financial literacy within departments through advocating and executing financial process, policies and standards. Act as a coach and conduit to develop financial management understanding and champion training for departmental teams to improve financial literacy through new and existing financial process, policies and standards, and to ensure that staff are aware of the importance of good financial governance.
- Provide consistent, clear and easy to understand financial reporting returns to the Group Reporting team to feed into monthly group management accounts and year-end reporting. Provide responses to queries and challenges on figures being reported and to queries from internal and external auditors to ensure the Government receives an unqualified audit report.

### Statutory responsibilities

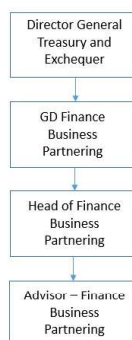
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

### Organisational structure

#### One Government Departments



### Organisation chart



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	Accounting Technician (e.g. AAT, CAT) or relevant degree or equivalent experience.	Membership of relevant body
<b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i>	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 Government 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> </ul> Relevant accounting practices, comparable Finance Law and associated Finance Directions	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> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i>	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>	
<p><b>Experience</b> <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Experience working in a public sector or equivalent business partnering/ management accounting role</p> <p>Experience interpreting financial and performance data, working accurately to strict deadlines</p> <p>Use of financial software packages</p> <p>Experience working alongside Senior Managers within Government</p>	

### Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.