

## Job Title: Finance Business Partnering Officer

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<b>Department:</b>	Treasury and Exchequer
<b>Section:</b>	Finance Business Partnering & Analytics
<b>Reports to:</b>	Finance Business Partner
<b>JE Ref:</b>	STE1065
<b>Grade: 6</b>	<b>JE Date:</b> 08/05/2024

### Job purpose

Responsible for providing financial and analytical support within the Finance Business Partnering function contributing to the delivery of high-quality financial insight and enable finance to be at the heart of departmental decision making.

The postholder will provide individual contribution working within a team, offering first line support to services.

### Job specific outcomes

Provide a broad range of finance support to the relevant business area, using initiative and drawing on experience to anticipate business needs and respond accordingly.

Review of transaction level information, performing data analysis and supporting the preparation and posting of corrective journals.

Respond to queries using initiative and judgement to prioritise tasks and duties, providing a customer focused service to budget holders.

Support the Finance Business Partnering team to provide accurate and timely information to budget holders, such as monthly budget monitoring reports, ad hoc queries, and periodic financial analysis.

Provide support to the Finance Business Partnering team in the completion of annual; budgeting and year-end processes, production of working papers and supporting information, and responding to queries.

Develop and maintain an awareness of other teams and services activities, building positive relationships with them to ensure a collaborative service is provided to the business.

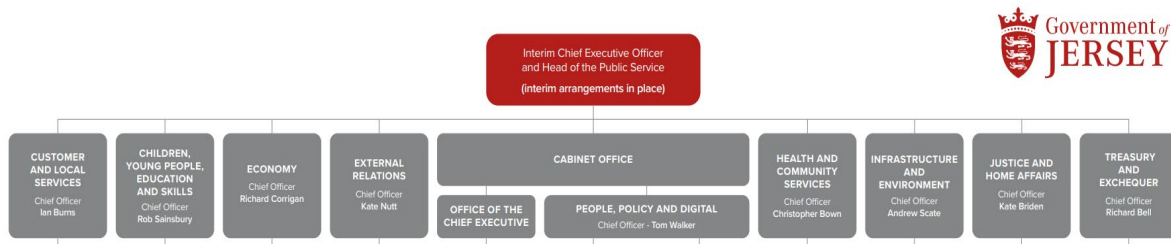
Prioritise own workload around planning and sequencing of assigned tasks to ensure deadlines are met. Effectively manage and prioritise their workload and ensure that deadlines and KPI / SLA standards are met. Attend and actively participate in weekly update meetings to discuss workload, priorities and new initiatives

Provide effective support to any other tasks, as defined by Finance Business Partnering team, which are commensurate with the grade.

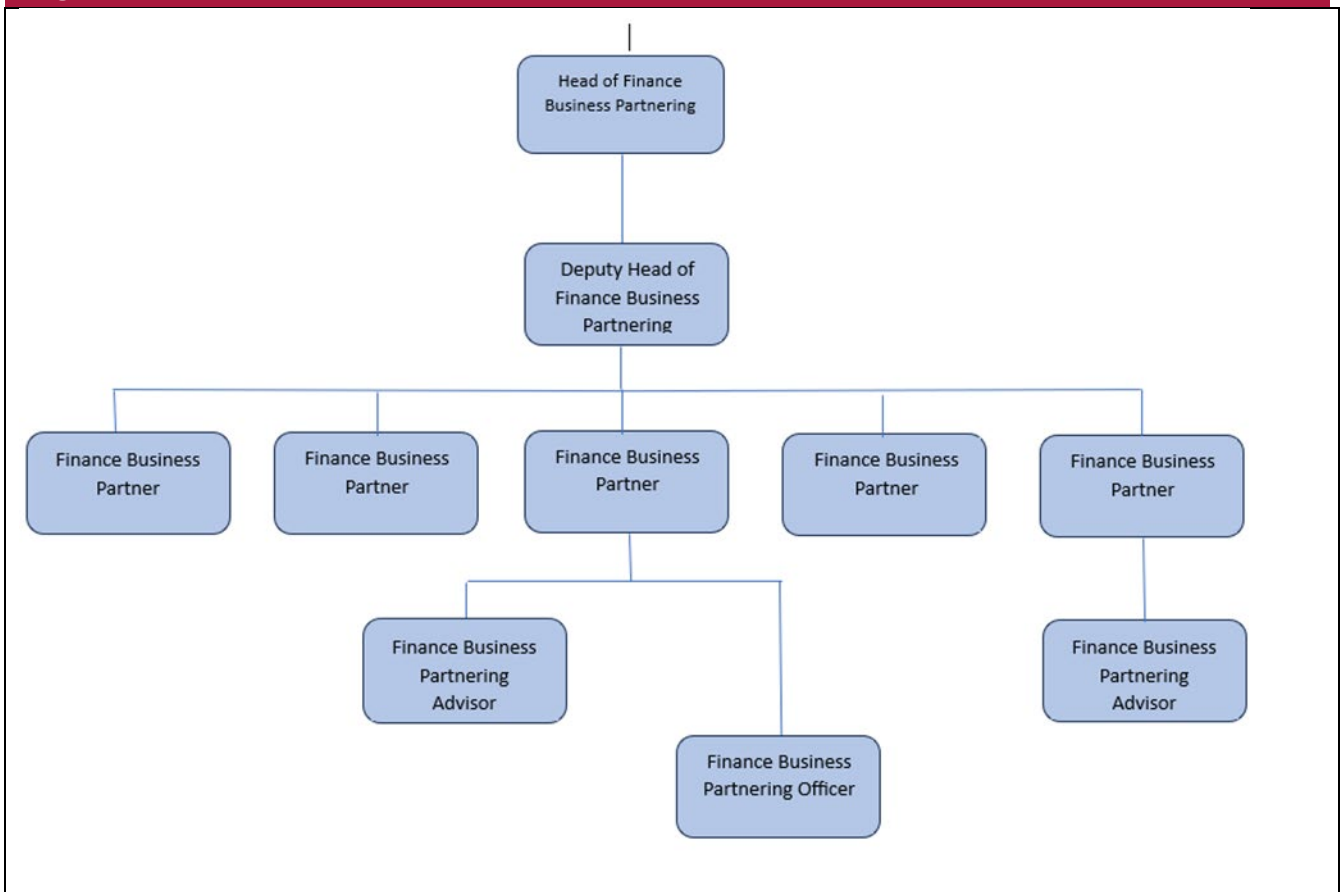
## Statutory responsibilities

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

## Organisational structure



## Organisation chart



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications</p> <p>Please state the level of education and professional qualifications and / or specific occupational training required.</p>	<p>Educated to A level standard or level 3 in business administration or equivalent experience</p>	<p>CAT or IAB qualified (either at foundation, certificate or diploma level).</p>
<p>Knowledge</p> <p>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</p>	<p>Knowledge of operating across a number of systems and adjusting to specialist systems.</p> <p>Knowledge of finance functions such as accounts payables, income and debt collection or financial processing</p>	<p>Understanding/ Knowledge of the Public Finance Law and Public Finance Manual.</p>
<p>Technical / Work-based Skills</p> <p>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</p>	<p>Have used computer systems to enter data and retrieve data.</p> <p>Proficient in using computer applications e.g. Microsoft Office, in particular Excel.</p> <p>Attention to detail and ability to record information accurately with minimum supervision.</p> <p>Strong communication skills required, primarily for the purpose of giving and receiving information, but frequent contact with others is also required.</p>	
<p>General Skills/Attributes</p> <p>This relates to more general characteristics required to do the job</p>	<p>Able to accurately record information and data.</p>	

<p>effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</p>	<p>Ability to manage own workload within agreed timelines and escalate where issues arise.</p> <p>Organised and self-motivated.</p> <p>Communicate effectively with colleagues to request or transmit information, ask questions, get clarification, exercise tact etc.</p> <p>Be able to deal with routine challenges autonomously, some with a moderate level of complexity.</p> <p>Be able to operate within a number of specialised IT and software systems.</p> <p>Be able to carry out skills, complicated established activities.</p>	
<p>Experience</p> <p>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).</p>	<p>Practical relevant work experience in the provision of broad administrative support within a complex business model.</p> <p>Ability to manage a varied workload.</p> <p>Ability to work at pace and retain a resilience in the face of pressurised situations.</p> <p>The ability to prioritise and manage the workload.</p> <p>In depth understanding of administrative methods that have been learned through direct job experience.</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 6 core accountabilities attributes and behaviour indicators.