

AMBITIOUS

CREATIVE

COLLABORATIVE

SUPPORTIVE

JOB DESCRIPTION

JOB TITLE:	Finance Business Partner - Infrastructure
MANAGED BY:	Head of Finance & Procurement
GRADE:	10

BACKGROUND

The Employer: The West of England Combined Authority (WECA)

The West of England is an economic leader with an economy worth over £33 billion a year. With a population of over 1.1 million people, one of the highest rates of employment in the country, and over 45,000 businesses, the region competes on a global scale. The West of England is a place where highly-skilled people work, where ideas flourish, and where businesses grow. It's also a place that a diverse population of people call home.

The West of England Combined Authority (WECA) was formed in 2017, to champion the region and drive clean and inclusive economic growth. As a result, significant powers and funding have been transferred to the region through the new Combined Authority and West of England Mayor.

Our aim is to deliver economic growth for the region and address some of our challenges, such as productivity and skills, housing and transport.

WECA is made up of three of the local authorities in the region - Bath & North East Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the West of England Combined Authority continues to work closely with North Somerset Council. The Combined Authority also the accountable body for the West of England Local Enterprise Partnership.

WECA is an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support they may need during the recruitment process.

PURPOSE OF THE JOB

As the Finance Business Partner for Infrastructure (Housing, Transport and Capital Delivery), you will be responsible for assisting in the delivery of financial performance including aiding the preparation of primary and associated financial statements, carrying out financial modelling, project support and financial analysis of budgets and forecasts on WECA projects and schemes.

KEY RESPONSIBILITIES

- To provide professional financial advice and financial modelling to support the development of budgets, financial plans, project plans and the review of policies and strategies relating to specific projects, schemes and capital expenditure.
- To contribute to specific project teams and where necessary take on the role of an independent project leader within the financial environment, ensuring that all projects meet their objectives.
- Develop measures to assess risk within projects or budgets of high demand and cost volatility or where significant third-party funding is provided.
- Assisting in the preparation of monthly management accounts including profit and loss account, balance sheet, cash flows, variance analysis, capital reporting, key performance indicators and supporting commentaries.
- To assist in producing final accounts in accordance with International Financial Reporting Standards including the production of disclosure notes and supplementary financial analysis.
- To prepare and monitor promptly and accurately all relevant claims and returns, in consultation with relevant services and Government departments ensuring full compliance with all statutory and other requirements and respond to queries on behalf of the Service.
- To develop relationships with Elected Officials, Directors, Managers and Partner representatives based on personal and professional credibility and be capable of delivering clear and concise presentations of financial information to ensure that the audience understands the financial aspects of key decisions.
- To prepare and proactively contribute to reports for directors and managers and political decision makers clearly identifying the financial effects of policy and other corporate proposals on the delivery of services.
- To ensure that trackers and specific monitoring relating to capital projects and investments are regularly kept up to date.

- To challenge and improve financial systems, processes and controls particularly where they relate to project governance.
- To support the modelling on Business Rates.
- To provide leadership, direction and professional standards for finance staff working within the services supported, ensuring that they contribute to the delivery of an effective finance service.
- To be responsible for the leadership, management, development (including performance review) and recruitment of any post holders reporting to this post, in accordance with WECA policies.
- To deputise for the Head of Finance in relevant areas as required.
- Providing a high level of customer service to both internal and external stakeholders.
- Providing effective business partnering and relationship management.
- Any other duties as requested commensurate with the grade.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Finance qualified, ACA, ACCA, CIMA equivalent or final stages.

Experience

- Significant experience in a business or financial environment
- Experience of providing a range of financial services to complex organisations

Skills and Competencies

- Strong technical skills in accounting
- Project accounting skills, such as experience gained on specific projects
- Strong verbal and written communication skills at all levels
- Ability to work to deadlines and under pressure
- Interpersonal skills, flexibility of approach, drive and enthusiasm
- Methodical approach with excellent planning and organisational skills
- Process-driven with a hands-on attitude
- Excellent team-worker
- Problem Solving skills
- High levels of integrity, accuracy and attention to detail
- Advanced Excel skills

DESIRABLE

- Experience in a Public-Sector Organisation
- Knowledge of local government finance
- Knowledge of accounting systems, preferably including Agresso

REWARDS AND BENEFITS

WECA staff receive:

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata
- Auto-enrolment into the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Commuter Travel Club - WECA employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.