

JOB DESCRIPTION

JOB TITLE:	Finance Business Partner - Temple Quarter
MANAGED BY:	Temple Quarter Programme Director
GRADE:	10

BACKGROUND

Temple Quarter Regeneration Programme

Temple Quarter sits at the heart of Bristol, one of the UK's most productive and fast-growing regions and a focal point for the West of England's £39bn economy. It will transform over 130 hectares of brownfield land over the next 25 years into a series of thriving, well-connected mixed-use communities. In 2022, over £100m in funding was injected into the programme to deliver key enabling infrastructure which will unlock the wider regeneration benefits

The Temple Quarter Regeneration Programme is led by four public sector partners; Bristol City Council, the West of England Combined Authority, Homes England and Network Rail. The Temple Quarter Joint Delivery Team delivers the programme on behalf of the partners and represents their collective interests in progressing the regeneration. Temple Quarter Joint Delivery Team members are employed by Bristol City Council or the West of England Combined Authority. This role is via the West of England Combined Authority so the successful candidate will receive the benefits of working at the Combined Authority whilst also working closely with the partners on the exciting Temple Quarter Regeneration Programme.

Working at the West of England Combined Authority

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

PURPOSE OF THE JOB

As the Finance Business Partner for the Temple Quarter Regeneration Programme , you will be responsible for assisting in the delivery of financial performance including project financial controls, aiding the preparation of primary and associated financial statements, carrying out financial modelling, project support and financial analysis of budgets and forecasts on the whole Temple Quarter Regeneration Programme reporting to all Temple Quarter partners, where necessary.

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 the Bristol Temple Quarter Programme and specific projects within it, and capital expenditure.
- To contribute to specific projects within the Temple Quarter programme and provide support and guidance to Joint Delivery Team project managers and where necessary take on the role of an independent project leader within the financial environment, ensuring that all projects meet their financial 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 across the programme including profit and loss account, balance sheet, cash flows, variance analysis, capital reporting, key performance indicators and supporting commentaries to support the requirements of each of the partners, where necessary.
- To assist in producing final accounts to support the financial reporting requirements of each of the partners 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 associated with the Temple Quarter Programme (within WECA or within the partnership organisations), 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 the Temple Quarter partners, including 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 the PMO, directors and managers and political decision makers across the programme partners 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 all projects, investments and workstreams are regularly kept up to date.
- To challenge and improve financial systems, processes and controls particularly where they relate to project governance.
- To proactively work with the Temple Quarter PMO and Project Managers, commercial specialists and other team members and external consultants, as required.
- 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.
- 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 project
- 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

Qualifications and Knowledge

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

- Knowledge of large scale regeneration projects

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £14.21 - higher than the government minimum for **over 23s, currently £9.50 per hour**



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.