

## JOB DESCRIPTION

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| <b>JOB TITLE:</b>  | Finance Business Partner                     |
| <b>MANAGED BY:</b> | Senior Finance and Projects Business Partner |
| <b>GRADE:</b>      | 10   |

### BACKGROUND

The West of England Combined Authority is seeking to appoint a Finance Business Partner to join the Finance team.

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.

### THE ROLE

As the Finance Business Partner, 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 projects and schemes in the infrastructure division.

## 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 our Unitary Authority partners, 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 proactively work with the Infrastructure team, working with the PMO, Programme and Project Managers, commercial specialists and other team members 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.
- To be responsible for the leadership, management, development (including performance review) and recruitment of any post holders reporting to this post, in accordance with Combined Authority policies.
- To deputize for the Senior Finance and Project Business Partner 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

#### *Qualifications and Knowledge*

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

## REWARDS AND BENEFITS

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

- 26/31 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 the 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 £15.17 - higher than the government minimum for over 23s, currently £11.44 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.

## WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.

The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work and engagement & voice.

