



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:

DIRECTORATE: Resources

AREA/DEPT: Finance

FAU:

SECTION: Finance Business Partnering

JOB TITLE: **FINANCE BUSINESS PARTNER**

REPORTS TO: Senior Finance Business Partner

CURRENT RANK/GRADE: **(CAREER GRADED E TO G)**

DATE: May 2021

1. JOB PURPOSE: (Briefly state your job’s overall objectives. To.....”)

To support the Senior Finance Business Partner in the provision of pro-active professionally qualified support and guidance to budget holders for the financial management of their FAUs; with a clear focus upon ensuring the best use of departmental resources based upon sound and demonstrable financial reasoning.

This JDQ has been written to support individuals in their efforts to achieve a professional finance qualification; by matching the levels of knowledge and responsibility expected from a student, at each stage of their study, with an appropriate and reasonable level of accountability and financial reward.

2. PRINCIPAL ACCOUNTABILITIES:

(Describe the important end results you are expected to achieve).

At unqualified level:	At part qualified level:	At fully qualified level:
Assist in the development of an ongoing professional relationship with budget holders, to ensure that the needs of the budget holder are fully satisfied, and SLAs are adhered to.	Support the development of an ongoing professional relationship with budget holders; to ensure that the needs of the budget holder are fully satisfied, and SLAs are adhered to.	Develop and maintain a professional working relationship with budget holders and senior managers, ensuring that needs of the budget holder are fully satisfied, and SLAs are adhered to.

<p>Perform regular reviews of financial transactions and processes, In order to identify any issues or areas of concern that need to be addressed.</p>	<p>Monitor and report upon the financial position of areas/departments to relevant stakeholders using appropriate means of communication and financial analysis thus ensuring an effective and efficient service is provided.</p>	<p>Responsible for monitoring and reporting upon the financial position of areas/departments to relevant stakeholders using appropriate means of communication and methods of financial analysis to ensure an effective and efficient budget management service is provided.</p>
<p>Assist the Senior Finance Business Partner in the production of reports, analysis and presentations in order to provide clear and useful information to budget holders.</p>	<p>Assist the 'Senior Finance Business Partner in the provision of professional support and advice to budget holders over a wide range of subjects, with a clear focus on obtaining best value, and best use of resources for the force.</p>	<p>Provision of professional challenge, support and advice to budget holders over a wide range of subjects, with a clear focus on obtaining best value, and best use of resources for the Force.</p>
<p>Provide support to the Senior Finance Business Partner for a range of transactional tasks such as raising invoices, processing recharges, cost allocations, etc. so that the general ledgers are correctly updated and maintained.</p>	<p>Provide support in facilitating the balance of operational priorities against corporate financial requirements in order to achieve local performance requirements.</p>	<p>Facilitating the balance of operational priorities against corporate financial requirements in order to achieve local performance requirements.</p>
<p>Produce reports and analysis pertaining to the financial position of starnds/departments to relevant stakeholders.</p>	<p>Attendance at key meetings, as a finance expert, to provide support and advice on an ad hoc basis - such meetings would include local Command Team meetings, Star Chamber Review meetings and Local Partner meetings</p>	<p>Attendance at key meetings, as a finance expert, to provide support and advice on an ad hoc basis – such meetings would include local Command Team meetings, Star Chamber Review meetings and Local Partner meetings.</p>

Review and monitor expenditure on supplies and services and produce recommendations for improved efficiencies where appropriate, thus enabling effective financial management of the Force budget.	Review and monitor expenditure on supplies and services and produce recommendations for improved efficiencies where appropriate, thus enabling effective financial management of the Force budget.
Maintain professional working relationships with relevant support departments eg. People Services, Financial Ops Team, CSD Admin Teams, Corporate Assets, Information Systems, to aid in supporting the financial management role.	Developing professional working relationships with relevant support departments e.g. People Services, Financial Ops Team, CSD Admin Teams, Corporate, Information Systems to aid in fulfilling the financial management role for smaller FAU budgets (<£5m).
Identify issues of non-compliance with financial regulations, technical accounting requirements legal requirements and Force standing orders.	Ensure compliance with financial regulations, technical accounting requirements, legal requirements and Force standing orders.
Responsibility to advise Chief Officers on the use of resources at a Portfolio level.	
Assist the Senior Finance Business Partner in working with each relevant Budget Holder, to achieve the production of a realistic and achievable Strand/Departmental Budget.	
Assist the Senior Finance Business Partner in reviewing and monitoring expenditure on payroll, ensuring the payroll costs are reconciled to establishment figures, and any discrepancies are explained.	
Undertake any other duties of a similar nature that may be assigned from time-to-time, to ensure the continuity of an effective financial management service.	
Be accountable for all Health & Safety Issues, to include risk management, pertaining to the potholder's area of responsibility in order to fulfil the statutory obligations of the Health and Safety at Work Act 1974.	

3(a) KNOWLEDGE AND EXPERIENCE:

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

At unqualified level:	At part qualified level:	At fully qualified level:
Knowledge of basic accounting principles essential, AAT qualification (or relevant degree).	Part qualified CCAB Accountant	Fully qualified CCAB Accountant
Experience of working within a large and complex financial environment.	Experience of working within a large and complex financial environment; with some specific knowledge and experience of fulfilling a budget management role.	Experience of working within a large and complex financial environment; with specific knowledge and experience of fulfilling a budget management role
Experience in the use and understanding of computerised finance systems and procedures	Experience of challenging existing processes and procedures together with the development and implementation of improved systems where appropriate.	Evidence of working under pressure, with the clear experience of self-motivation and workload prioritisation
Ability to produce written reports and engage in discussions in a clear and concise manner that is directed and understandable to individuals with varying levels of financial knowledge.	Strong communication skills to deal effectively with a variety of potential stakeholders. This includes the ability to challenge devolved budget managers, and budget holders, present and disseminate financial information effectively to non-financial officers, and to present both verbal and written reports to Chief Officers and other stakeholders.	Advanced communication skills to deal effectively with a variety of potential stakeholders. This includes the ability to challenge devolved budget managers, and budget holders, present and disseminate financial information effectively to non-financial officers, and to present both verbal and written reports to Chief Officers and other stakeholders.
Well-developed analytical skills, and the ability to pro-actively respond to	Well-developed analytical skills, and the ability to pro-actively respond to	Well-developed analytical skills, and the ability to pro-actively respond to

financial issues as they arise.	financial issues as they arise.	financial issues as they arise.
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3(b) (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

No at all levels of qualification.

4. RELATIONSHIPS:

(a) Supervisory responsibilities:

At unqualified level:	At part qualified level:	At fully qualified level:
No direct reports	No direct reports; however able to provide advice and guidance to less experienced members of the Finance Business Partnering Team	No direct reports; however able to provide advice and guidance to less experienced members of the Finance Business Partnering Team

(b) Supervision Received:

At unqualified level:	At part qualified level:	At fully qualified level:
Directly accountable to a Senior Finance Business Partner, at all levels of qualification		

(c) Other Contacts:

(i) Within Merseyside Police:

At unqualified level:	At part qualified level:	At fully qualified level:
Representatives of Force support departments – regular contact to discuss a variety of issues in relation to financial transactions.	Department Heads, and representatives of Force support departments - regular contact to discuss a variety of issues in relation to financial management	

(ii) **Outside Merseyside Police:**

At unqualified level:	At part qualified level:	At fully qualified level:
Limited contact with the various stakeholders or interested parties, including funding partners, external forces, suppliers or potential suppliers of goods and services, regarding financial transactions.	Regular contact with various stakeholders or interested parties, including funding partners, external forces, suppliers or potential suppliers of goods and services, regarding financial management of devolved budgets.	

5. CONTEXT:

(a) **Operating Environment:** (Services provided, work patterns, who are the customers).

Post holder works within the Force flexible working hours scheme.

(b) **Framework and Boundaries:** (Policies and procedures which affect you and how these can be changed).

Financial Regulations, Force financial instructions and accounting standards, and statutory legislation, in order to meet operational needs

(c) **Organisation:** (For each type of post that reports directly to you, outline below the posts overall responsibilities).

No direct reports, however the post will be responsible for some elements of the day-to-day tasking and guidance of the Finance Business Accounts Assistant.

6. DIMENSIONS: (Indicate in quantitative terms, key areas on which your job has an impact).

Financial:

At unqualified level:	At part qualified level:	At fully qualified level:
Supporting the Senior Finance Business Partner, and the qualified Finance Business Partner, in the financial management of a portfolio of FAUs, with a combined budget up to £250m (20/21 figures)		Supporting the Senior Finance Business Partner in the financial management of a portfolio of FAUs, with a combined budget up to £250m (20/21 figures); with specific responsibility for an allocation of smaller

	(£5m) FAUs within these portfolios.
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Staff:

At unqualified level:	At part qualified level:	At fully qualified level:
No direct reports	No direct reports; however able to provide advice and guidance to less experienced members of the Finance Business Partnering Team.	

Other:

7. JOB CHALLENGES: (Describe the most challenging or complex parts of your job).

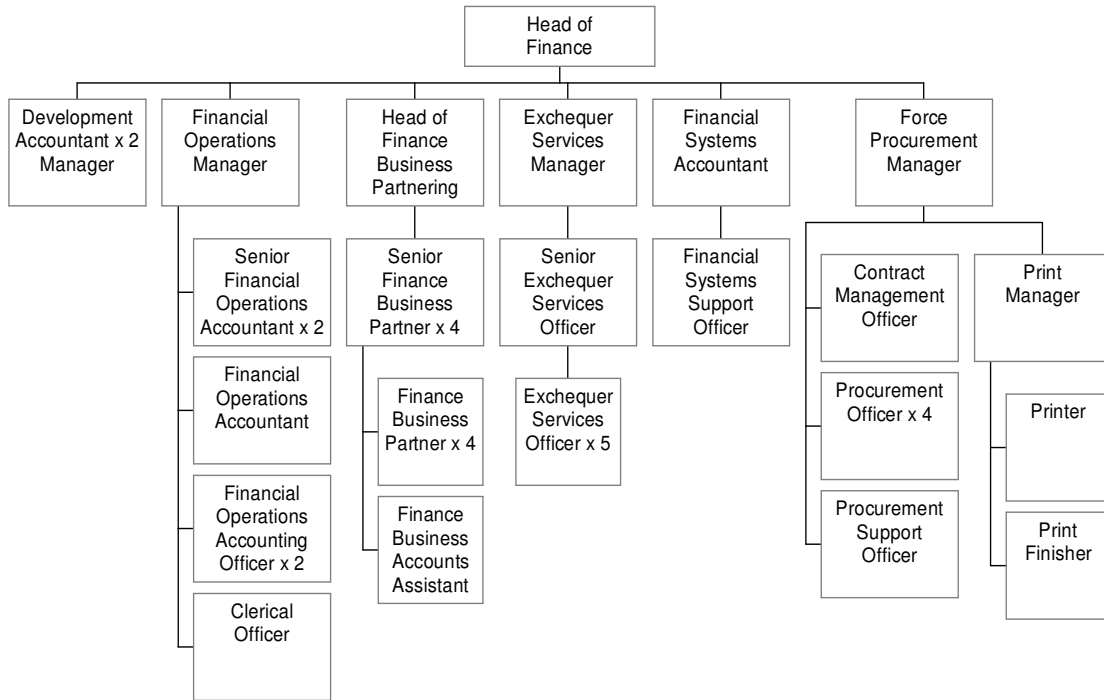
At unqualified level:	At part qualified level:	At fully qualified level:
The post holder will be required to maintain key relationships within the remit of their day-to-day responsibilities.	The post holder will be required to maintain key relationships within the remit of their day-to-day responsibilities.	The post holder will be required to maintain key relationships within the remit of their day-to-day responsibilities.
The post holder will be expected to work on their own initiative in all cases, and support the ongoing review and challenge of financial matters within their portfolio	The post holder will be expected to work on their own initiative in all cases, and support the ongoing review and challenge of financial matters within their portfolio.	The post holder will be expected to work on their own initiative in all cases, and support the ongoing review and challenge of financial matters within their portfolio.
Effective report writing skills are required as a minimum as is the ability to present information at all levels to both financial and non-financial staff	Effective report writing skills are required as a minimum as is the ability to present information at all levels to both financial and nonfinancial staff.	Effective report writing skills are required as a minimum as is the ability to present information at all levels to both financial and nonfinancial staff

8. ADDITIONAL INFORMATION:

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

9. ORGANISATIONAL STRUCTURE:

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).



10. AGREEMENT OF QUESTIONNAIRE CONTENT:

(Please sign when completed)

POSTHOLDER'S NAME:
(Please print in block capitals)

POSTHOLDER'S SIGNATURE:

Date:

Extn

MANAGER'S NAME:
(Please print in block capitals)

MANAGER'S SIGNATURE:

Date:

Extn