

Assistant Finance Business Partner

Candidate Job Pack



Location

From the iconic ruins of Hastings Castle overlooking the English Channel to the lively cobbled streets of the Old Town lined with quirky boutiques and cosy cafes, there are a number of reasons to consider Hastings as your new place to work.

Our Muriel Matters House Office is located on the seafront within easy walking distance from Hastings Station which offers direct connections to London and Brighton.



Why work with us?

We're committed to the renaissance of Hastings through social, economic, cultural and environmental regeneration.

We believe that a culture of equality, diversity and inclusion not only benefits our organisation but supports wellbeing and enables our people to work better because they can be themselves and feel that they belong.

We're dedicated to promoting a healthy work/life balance valuing our employees and enabling them to make a difference to the local community.



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Benefits

- 27 days annual leave (pro rata for part time staff), rising to 32 days after 5 years, 35 days after 10 years and 37 days after 15 years.
- Fully supported hybrid working arrangements for eligible roles.
- Flexible working scheme to support you in achieving a good work/life balance.
- Enhanced Paternity & Maternity leave.
- A generous local government pension provided by the Local Government Pension Scheme (LGPS).
- Lifestyle discounts provided by Pluxee with discounts from the big six supermarkets, travel companies and some of the most popular fashion and retail stores & more.
- E-Learning and development hub where you can access a wealth of resources.
- Shared cost AVCs provided My Money Matters - <https://www.my-money-matters.co.uk/>.
- Free eye tests provided by Specsavers, including a discount off selected glasses when glasses are required solely for VDU use.
- Cycle to Work scheme.
- Discounted staff parking scheme.
- An extensive Employee Assistance Programme (EAP) provided by CareFirst to support your health and wellbeing.
- Members of staff trained as Mental Health first aiders available to listen, reassure and respond to concerns from staff experiencing mental health issues.



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Job Description

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Job Title

Assistant Finance Business Partner

Directorate

Financial Services

Grade

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Reports to

Finance Business Partner

Location

Muriel Matters House, Hastings and hybrid working

Purpose of the Job

The post holder will provide integral support to the Finance Business Partnering team in delivering a high quality, effective and professional Finance Business Partnering service to budget managers and council stakeholders. To include the provision of accountancy, budget setting and monitoring and final account services.

Main Responsibilities

- To support the Finance Business Partner in the preparation of annual revenue and capital estimates for services, in consultation with departmental budget managers, in compliance with corporate procedures, timescales and financial regulations. To include the production of the Council's Budget book and reports to Cabinet and Council.
- Supporting the Finance Business Partner to establish and quantify financial risks and pressures in current and future years and support the production and achievement of PIER reviews. Including future monitoring of the achievement of these savings.
- To support the Finance Business Partner in the production of monthly budget monitoring reports, including supporting budget managers in setting forecasts and writing reports. Including the ongoing process of continuous improvement in developing the budget monitoring approach.
- Assisting the Finance Business Partner to the prompt closing of accounts, in accordance with statutory

requirements, accounting standards and good practice. Prepare appropriate information to support the annual Statement of Account and audit. Assist in the production of statements and notes to the accounts.

- Responsible for supporting the identified delegated budgets. Monitor performance against budgets, analysing, investigating and reporting on expenditure variances. Develop relationships with delegated budget holders.
- Contribute to the development of appropriate policies and procedures, ensuring that financial practice is developed and promoted in line with strategic developments, in order to maintain quality standards and best value.
- Support the team in completing financial returns and processes including for example, grant claims, Ministry of Housing, Communities and Local Government/Chartered Institute of Public Finance and Accountancy programme returns.
- Ensure reconciliation of various control accounts in a timely manner addressing any inconsistencies or mis postings, with relevant sign off of control accounts.
- To ensure audit standards are met within area of responsibility achieving quality and performance

expectations, working collaboratively with auditors as required.

- To represent the team in meetings internally and externally and to provide cover for staff when appropriate.
- To provide training and guidance to council officers to upskill individuals to ensure that processes are well understood and followed correctly.
- Show a commitment to continuous development and improvement, team working and the highest professional standards.
- Ensure effective management of relevant communication hubs such as electronic mailboxes.
- To assist and complete Freedom of Information Act requests in the finance team, ensuring they are allocated to the correct officer and respond to accurately and within the 20 days' time limit.
- To assist senior managers in achieving high quality, modern and effective financial processes that meet business and customer need, including the development of Unit 4 Business World to improve process and drive efficiencies.
- Participate in an annual performance appraisal based

on agreed objectives that are linked to the Council's corporate objectives and priorities.

- Ensure that all duties and services provided are in accordance with the Council's Equalities and Diversity policies and procedures.
- To comply with individual responsibilities, in accordance with work role for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the Council's Child and Vulnerable Adult Protection policies and procedures.
- All employees may be called upon to assist with a range of elections duties for the Council on an occasional basis when elections are called. Participation in elections duties is subject to the terms and conditions as determined from time to time by the Returning Officer or Central Government.
- Undertake such other duties and tasks appropriate to the grade and character of work such as changes in information systems and new technology as may reasonably be required. Therefore, the above list of key result areas in this job description should not be regarded as exclusive or exhaustive.

The key result areas to this post are set out in this job description. It should be noted that the Council reserves the right to update the job description from time to time to reflect changes in or to the post after consultation about any proposed changes. Significant permanent changes in duties and responsibilities will require revisions to be made to this job description.

Person Specification

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Job Title

Assistant Finance Business Partner

Directorate

Finance Department

Essential Requirements

Qualification

1. AAT qualified and studying towards professional accountancy qualification (ACA/CIMA/ACCA/CIPFA).

Experience

2. Experience of accounts closure, budget setting, and monitoring
3. Experience of local government accounting procedures
4. Experience of using a general ledger system
5. Experience of delivering a customer-oriented service

Knowledge

6. Extensive knowledge of Microsoft Office, in particular of excel spreadsheets and their application
7. Understanding of financial, accounting and budgeting principles in an organisation.
8. Financial accounting procedures
9. Sound working knowledge of computerised financial systems

Personal Aptitude and Skills

10. Excellent written & verbal skills
11. Excellent literacy & numeracy skills
12. Competent user of common ICT applications, such as Word, Excel, Outlook or equivalents
13. Ability to analyse financial information
14. Organisational skills
15. Ability to use own initiative in

understanding and completing complex tasks.

16. Ability to produce clear and concise numerical and written reports, including the ability to simplify and explain complex data
17. Excellent interpersonal and influencing skills

Behavioural Approach

18. Ability to manage constant and conflicting demands, often to meet tight deadlines.
19. A commitment to working as a positive and constructive team member, demonstrating a collaborative and co-operative approach
20. Able to work calmly and effectively under pressure.
21. The ability to adapt to change with flexibility and able to acknowledge

and act on feedback about own performance and behaviours

22. Ability to prioritise own workload

The above qualities will be assessed in the first instance on the application form and again at the interview stage if selected.

Desirable Requirements

Qualification

23. Qualified / Part Qualified
Professional CCAB qualification
(or equivalent)

Experience

24. Accounting under International Accounting Standards (IAS)

25. Experience in delivering presentations and training

26. Experience of working on projects and change initiatives

27. Use of IT systems to support core back-office functions

Knowledge

28. Knowledge of business planning and performance

29. Knowledge of Local Authority Accounting SORP Guidance and Code of Practice



Values and Behaviours Framework

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What is a values and behaviours framework?

The aim of a values & behaviours framework is to provide a set of core behaviours describing how we should approach work. It details the behaviours, attitudes and approach all employees should display in work, and in turn effects:

- How we do things
- How we treat others
- What we say and how we say it
- How we expect to be treated

The expected behaviour and values employees of Hastings Borough Council are asked to display are shown in the diagram.



Further information on our Values & Behaviours framework can be requested from the HR Team.

Terms and Conditions

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Full terms and conditions are available for candidates with provisional offers.

Duration

Permanent Contract.

Conditions of Service

The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services.

This post is graded: Grade 5.

Salary

The spinal column points for this post are as follows:

SCP 24 £35,412

SCP 26 £37,280

SCP 28 £39,152

SCP 30 £40,777

Hours

The hours for this post are 37 hours per week. These will be worked within operational requirements. Starting and finishing times will be agreed with your manager. The Council operates a flexitime scheme. Details will be supplied to the successful candidate upon appointment.

Place of Work

Your place of work will be Muriel Matter House, Breeds Place, Hastings, East Sussex, TN34 3UY. The successful candidate will be required to attend the council office in Hastings or any such other places within the boundaries of Hastings Borough as required. Hybrid working can be discussed at your interview.

Probationary Period

This role has a probationary period of 26 weeks where your suitability for the post will be assessed. During this time your progress will be reviewed and discussed with you at regular intervals.



Annual Leave

The annual leave year runs on a rolling 12-month basis from your continuous service date. The current minimum entitlement is 27 days. Subject to the demands of the post you will normally receive paid leave on each Bank & Public holiday.

As Hastings Borough Council closes for the Christmas and New Year period you will need to retain a maximum of 4 days of your leave entitlement for this closure.

Pension

We provide membership of the Local Government Pension Scheme (LGPS).

Every employee will be 'contractually enrolled' into the Local Government Pension Scheme. If you decide not to be a member of the LGPS then you have the right to opt out of the membership under the LGPS rules.

Scheme members contribute the percentage of salary as set out in the table below. We will also make an employer's contribution to the scheme.

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The contribution bands with effect from 01 April 2024 are:

| Band | Actual pensionable pay for an employment | Main LGPS section contribution rate | 50/50 LGPS section contribution rate |
|------|--|-------------------------------------|--------------------------------------|
| 1 | Up to £17,600 | 5.50% | 2.75% |
| 2 | £17,601 to £27,600 | 5.80% | 2.90% |
| 3 | £27,601 to £44,900 | 6.50% | 3.25% |
| 4 | £44,901 to £56,800 | 6.80% | 3.40% |
| 5 | £56,801 to £79,700 | 8.50% | 4.25% |
| 6 | £79,701 to £112,900 | 9.90% | 4.95% |
| 7 | £112,901 to £133,100 | 10.50% | 5.25% |
| 8 | £133,101 to £199,700 | 11.40% | 5.70% |
| 9 | £199,701 or more | 12.50% | 6.25% |

Based on the salary for this role, the contribution will be 6.5 %.

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