

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

Finance Business Partner – Foreshore Trust

Directorate

Financial Services / Foreshore Trust

Grade

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Reports to

Chief Accountant

Location

Muriel Matters House, Hastings and hybrid working

Purpose of the Job

- To lead in delivering a high quality, effective and professional Finance Business Partnering service to the Foreshore Trust.
- Building partnerships and maintaining strong relationships with all stakeholders including working with the Protector, Charity Committee members and Community Groups e.g. Coastal Users Group.

- Improve the impact, and understanding, of financial reporting on business performance. Providing analysis and delivering insight linking financial reports to business strategies.
- To include the provision of accountancy, budget setting and monitoring and final account services (in conjunction with the external auditors).

Main Responsibilities

- To co-ordinate the preparation of annual revenue and capital estimates for the Foreshore Trust, in consultation with relevant stakeholders, in compliance with Charity procedures, timescales and financial regulations. To include the production of the Foreshore Trust budget reports to the Charity Committee.
- Establish and quantify financial risks and pressures in current and future years and support the production and achievement of the Business Plan. Including future monitoring of the achievement of these targets.
- To lead in the production of regular budget monitoring reports, including supporting relevant managers in setting

forecasts, writing reports and reporting to senior officers and Members of the Charity Committee. Including the ongoing process of continuous improvement in developing the budget monitoring approach including incorporating Reserve forecast modelling.

- Ensure 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 (where needed).
- Undertake financial appraisals and reviews relating to new legislative and service initiatives. Provide input to business case development, using financial modelling techniques where appropriate, and assess their impact on relevant areas of the Foreshore Trust.
- 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.
- Completing financial returns and processes including for example, Charity Commission returns.
- Work with relevant stakeholders of the Foreshore Trust to understand regulatory requirements such as value

for money and help them identify areas to achieve this.

- Work with senior stakeholders of the Foreshore Trust to proactively identify savings and opportunities to improve value for money including identifying and developing opportunities for income generation.
- To review and sign off the reconciliation of various control accounts in a timely manner addressing any inconsistencies or postings between the Foreshore Trust and Hastings Borough Council to provide assurance to the Charity Committee that all transactions are correctly accounted for.
- To ensure audit standards are met within area of responsibility achieving quality and performance expectations, working collaboratively with auditors as required.
- To represent the Foreshore Trust in meetings internally and externally.
- To provide training and guidance to relevant stakeholders 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 respond to Freedom of Information Act requests accurately and within the 20 days' time limit.
- To assist Foreshore Trust in achieving high quality, modern and effective financial processes that meet business and charity need, including the development of reporting functionality of the Unit 4 Business World system to improve process and drive efficiencies.
- Participate in an annual performance appraisal based on agreed objectives that are linked to the Charity and Council's corporate objectives and priorities.
- Embrace, champion, role-model and uphold the culture, values and behaviours that drive the achievement of the Foreshore Trusts ambitions and goals.
- 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

Finance Business Partner –
Foreshore Trust

Essential Requirements

Qualification

1. ACA/CIMA/ACCA Qualified or equivalent with demonstrable post qualification experience and development

Experience

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

7. Be able to demonstrate that you possess a strong set of soft skills including, presentation, relationship building, negotiation, facilitation and conflict resolution.

Knowledge

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

Personal Aptitude and Skills

12. Excellent written & verbal skills
13. Excellent literacy & numeracy skills
14. Competent user of common ICT applications, such as Word, Excel, Outlook or equivalents

15. Ability to analyse financial information
16. Organisational skills
17. Ability to use own initiative in understanding and completing complex tasks.
18. Ability to produce clear and concise numerical and written reports, including the ability to simplify and explain complex data
19. Excellent interpersonal and influencing skills

Behavioural Approach

20. Ability to manage constant and conflicting demands, often to meet tight deadlines.
21. A commitment to working as a positive and constructive team member, demonstrating a collaborative and co-operative approach
22. Able to work calmly and effectively under pressure.

23. The ability to adapt to change with flexibility and able to acknowledge and act on feedback about own performance and behaviours

24. 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

Experience

25. Accounting under International Accounting Standards (IAS)

26. Experience of working on projects and change initiatives

27. Experience of the Voluntary Sector

28. Experience of Coastal management

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

Knowledge

30. Knowledge of business planning and performance

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

32. Knowledge of the Charity Commission

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 3.

Salary

The spinal column points for this post are as follows:

SCP 31 £40,476

SCP 33 £42,708

SCP 35 £44,711

SCP 37 £46,731

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 Castleham Depot, St Leonards on sea, TN38 9NT. 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 52 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.

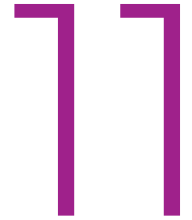
As Hastings Borough Council closes for the Christmas and New Year period you will need to retain a maximum of 4 days of your leave entitlement for this closure.

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.



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 6.8%.

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