

Role Profile and Specification – Finance Business Analyst

Service Area	Corporate Resources
Role Title	Finance Business Analyst
Location	Oxted/Agile
Reports to	Chief Finance Officer
Salary/Grade	M4
Duration/Hours	12 Month Fixed Term Contract/37 hours per week

Service Area Purpose

The Finance Service is a key enabler of a strong culture of financial management, accountability, and evidence-based decision-making across the organisation through being:

- **Trusted** - services trust the advice of the Finance service to inform their plans
- **Proactive & insightful** - proactively support services in their plans
- **Leading a culture of strong financial management and accountability** - is at the heart of leading the development of strong financial management in the council.

Working together, Finance and the wider organisation will achieve:

- The best use of financial resources in meeting organisational objectives
- A culture of accountability where managers and members take money seriously and understand that it is part of their day-to-day responsibility
- High quality financial information and insight
- Strategic and operational decision-making based on sound and credible financial analysis and insight
- Making use of effective tools, guidance and systems
- Strong relationships underpinned by mutually understood roles, constructive challenge and collaborative problem-solving.

Job Purpose

TDC are undertaking a Transformation programme to redefine the future operating model of the council and are looking for a financial business analyst to work in the programme team to provide expert commercial advice and analysis to support the council in the appraisal of new commercial opportunities and in the shaping of a future model that will enable the council to make efficiencies in service delivery whilst at the same time achieving savings across the organisation.

We are looking for individuals with excellent commercial finance acumen, financial modelling skills, experience of business case preparation and of conducting financial and investment appraisals, combined with strong communication, relationship-building and

influencing skills. You will be able to identify solutions that make good commercial sense and have the presentation skills to enable a range of audiences to grasp the key financial issues.

Key Objectives

Specific Responsibilities

- To undertake a review of current contracts in place at Tandridge District Council
- To collate data across the services to enable accurate performance, cost and
- To undertake a review of and identify areas of improvement in the financial information supporting procurement process
- To develop the approach to commissioning, working with Heads of Service and the Procurement team
- Financial / Commercial appraisal of opportunities arising through the Future Tandridge Programme
- Financial / Commercial assessment of other ad-hoc opportunities for revenue generation, cost saving or risk mitigation
- Maintain accurate records of contract spec and financial activity to ensure future provisions for benchmarking
- Contribute towards effective delivery of the Procurement Strategy.
- Involvement in Procurement activities including preparation of specifications, the bidding process, as well as preparation, renewal, and monitoring of ongoing contracts
- With the support of the procurement manager, ensure current procurement policies are aligned with best practice, public procurement legislation and TDC's policies and procedures

Person specification

Qualifications / Education

Essential

Recognised professional accountancy qualification (CCAB), or equivalent degree-level qualification and actively studying for professional qualification

Experience

Essential

- Operational finance experience in one or more key areas.
- Professional competence/expertise and finance experience, with the ability to apply knowledge across some activities in the area.
- Experience of commercial/procurement processes
- Experience of working collaboratively across the organisation to deliver financial and operational benefit to the council.

Key Skills and Knowledge

Essential

Collaborating and building relationships

- Listens actively and openly and communicates proactively with stakeholders
- Ability to work collaboratively with others (including SCC) to coordinate and collate corporate financial information and guidance

Communication

- Communicates effectively with a non-finance audience
- Expresses opinions and information clearly, both verbally and in writing

Leading people and change

- Embraces change and role models adaptability and a positive approach. Regularly seeks and offers feedback.

Knowledge

- Knowledge and understanding of public sector financial issues and best practice, including funding and legislation
- Knowledge and understanding of public sector accounting requirements and the structure of local authority accounts
- Knowledge of role specific issues (or demonstration that these can be grasped quickly)

Technical skills

- Proficient in the development and delivery of business cases for investment decisions
- Ability to analyse and interpret complex financial information
- Ability to perform tasks within a financial management cycle (budgeting, monitoring, closing, etc)
- High proficiency in use of financial data – manipulation, reconciliation, attention to detail
- Knowledge of and proficiency in use of IT within a finance environment
- Knowledge of, and proficiency in, financial modelling techniques

Core skills

- Ability to work successfully in a professionally independent and autonomous manner
- Ability to manage own time effectively and to work to deadlines

Other

- Understanding of the broad requirements of the data protection principles.
- A commitment to equality and diversity.