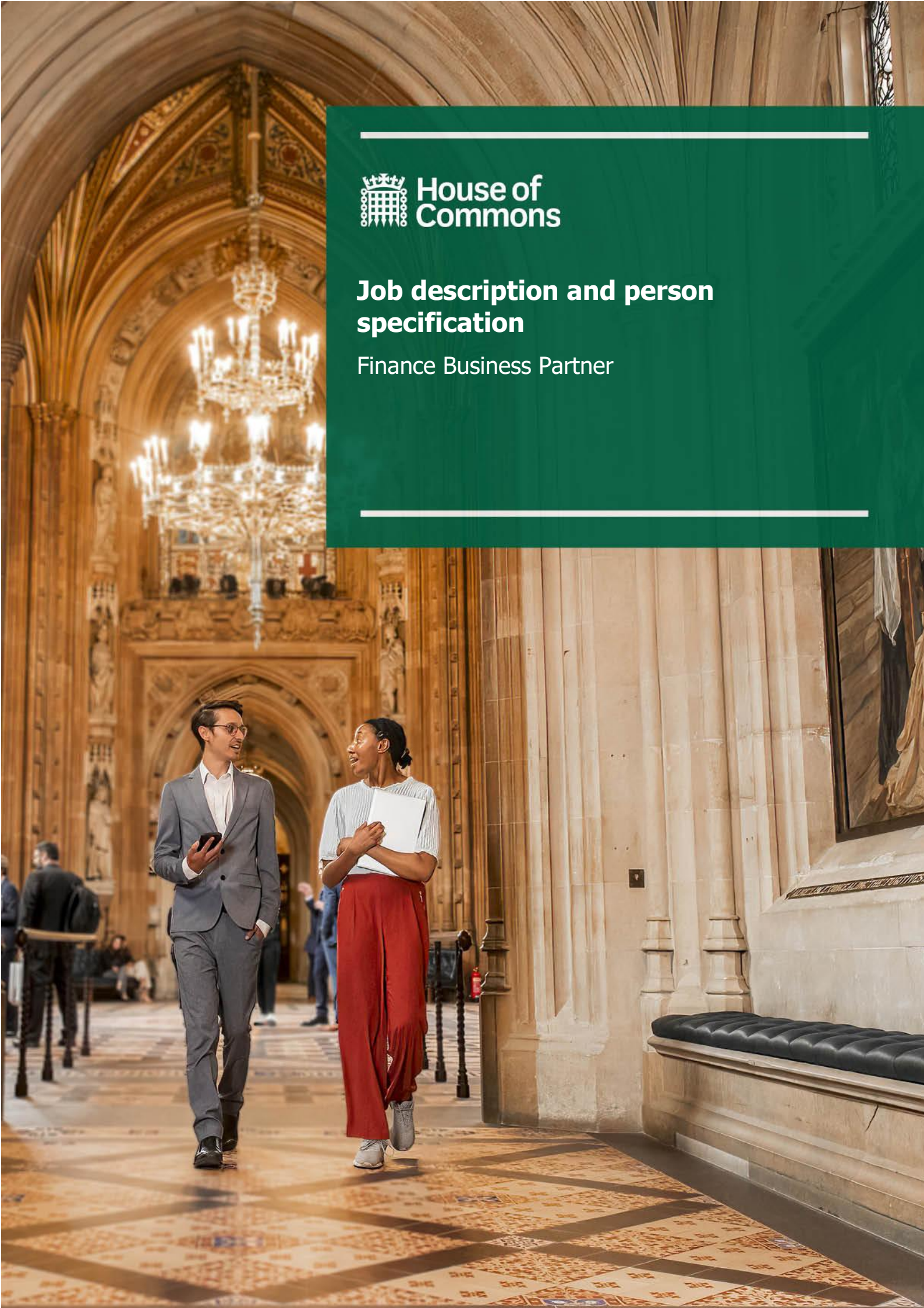




House of
Commons

Job description and person specification

Finance Business Partner



Making Parliament Happen

Job Title:	Finance Business Partner
Salary:	£41,340 - £47,975 per annum (Grade B1)
Hours:	Full Time (36 hours per week)
Location:	Palace of Westminster and the Parliamentary Estate, London (Central).
Number of Posts:	1
Contract Type/ Duration:	Permanent
Security Clearance Type:	Counter Terrorism Check (CTC.)Please see below sections for further details.

House of Commons

As the democratically elected House of the UK Parliament, the House of Commons is responsible for making laws and scrutinising the work of Government, working alongside the House of Lords. From shaping the future to making history, extraordinary things happen here.

More than 3000 employees in the House of Commons Administration support parliamentary democracy by delivering excellent services to the UK Parliament. By delivering our purpose and living our values, everybody in the House Administration plays their part. Together, we make Parliament happen.

The Team

The Finance, Portfolio and Performance (FPP) team is critical to supporting a thriving Parliamentary democracy. We play a leading role in delivering the House of Commons' Strategy and corporate priorities through business and financial planning, analysing performance, and supporting the delivery of projects and programmes across Parliament. Equally important are the financial services, systems, accounting, reporting and Members' services that we provide to keep the House of Commons Service working effectively and efficiently on a day-to-day basis.

The Role

The Finance Business Partnering Team will lead on building strong relationships within the organisation to influence and enable effective financial management, ensuring that finance and public value are at the heart of decision making. The relationships they create will facilitate constructive challenge of the business and bridge into other areas of finance, including the central financial management team and project management.

The roles will require strong communication as well as strategic planning, reporting and analysis skills. Activities will include; facilitating and challenging long-term planning, budgeting, forecasting; analysis and communication of financial data and reports; supporting and challenging investment appraisals and business cases; supporting commercial activity and enabling the business to find solutions to address complex business queries.

The House of Commons has recently undertaken an independent review into financial management, examining key elements of financial management, including contract and programme management, to ensure the House has robust processes and controls in place to manage its finances. The jobholder will have a key role to play in supporting the implementation of recommendations following the review.

Rotation

Finance posts at this level may be subject to rotation.

Key Responsibilities

Finance Business Partners are developing expertise, building strong relationships with stakeholders and gaining a firm understanding of the business within a team or possibly supporting an entire lower risk directorate. They aim to communicate financial data and other information clearly and provide valuable financial advice, challenge and support, strategic insight and business solutions.

Leadership and Management

- An understanding of the value-adding role of Finance within the public sector, and a genuine commitment to integrating Finance as an enabling function within the business's decision-making.
- Contribute to the wider finance function, working collaboratively with finance business partners and seeking ways to continuously improve the function, ensuring that appropriate local controls are in place and those with financial responsibilities are appropriately trained and informed.
- The postholder will line manage one member of staff

Stakeholder Engagement

- Developing an understanding of the business, its stakeholders and deliverables. Building relationships with Budget Managers and being able to speak the language' of finance to the business.
- Providing relevant coaching and training to the business, including advice on compliance with policy, standards, accountabilities and controls.

Effective Financial Management

- Translating, owning and adding insight to financial data to provide clear information and evidence to support business activities and requirements.
- Providing advice on key financial planning processes and budget setting.
- Support the monthly financial forecasting and reporting exercises providing support, robust analysis, challenge and accurate reporting.
- Working with the Management Accounting function to ensure financial data is accurate, robust and reflective of the financial position of the business. Identifies errors and opportunities and takes action accordingly.

- Supports the monitoring of financial compliance and supports the business in addressing concerns or audit actions.
- Reviewing and providing input to business cases/ strategic documentation. Identifying and applying relevant costs, benefits and investment appraisal techniques.
- Providing ad-hoc analysis and presentations to drive and support business decisions, such as efficiency and cost reduction options, using all available data and analytics tools.
- Providing analysis to support responses to PQs and FOIs.

Please note the above duties are not intended to be an exhaustive list. You may be required to undertake other duties that are appropriate to your role and pay band, as agreed with your line manager.

We recognise that our successful candidates will need support to grow and flourish in the role. The House of Commons is committed to providing training, support and development to all staff. Any training specific to this role will be provided as early as possible, and ongoing training and development will be provided whenever possible and appropriate.

The House of Commons believes that all colleagues should have a skilled and supportive line manager. Line management means taking responsibility for leading individuals and/or teams. All managers need to demonstrate the ability to enable their people to perform well, take responsibility, and develop in their roles. Line managers support the wellbeing of their teams, working inclusively to ensure that everyone can play their part to meet their goals.

Person Specification

A person specification is a profile of the skills, knowledge and experience required of the post holder to do the job successfully. It provides a set of criteria against which all candidates can be measured objectively.

	Qualifications
1	It is essential you are CCAB or CIMA qualified, or equivalent, or part qualified (including AAT level 4)/studying toward a relevant finance qualification.
	Experience, Skills and Knowledge
2	Ability to fosters a culture of knowledge sharing and collaboration between the business, finance and other corporate services.
3	Can tailor their communication style to a range of audiences, including internal and external stakeholders with the ability to influence at the appropriate levels of the business hierarchy.
4	Able to help others to understand the interdependencies between business and finance, using data, reports, graphic and other tools to support business managers to make informed and effective decisions.
5	Ability to lead individuals and teams, building and maintaining strong collaborative partnerships to achieve organisational goals, whilst upholding the values of equality, diversity and inclusion.

ADDITIONAL INFORMATION

Application and Selection Process

As part of the recruitment process we may ask you to complete a test, presentation or other assessment. Details will be provided in advance if you are shortlisted for the role and invited to attend an interview.

At the interview, we will ask you a combination of competency questions and role specific questions solely based on Person Specification.

For more information on the application and selection process and the benefits available if you join the House Of Commons please refer to our website.

Hybrid Working

Our mission is to support making parliament happen – this means being ready to carry out our essential functions to support colleagues deliver excellent services on the Parliamentary Estate and remotely. Currently, staff can have a hybrid working arrangement under the Hybrid Working Policy. The opportunity to have a hybrid working arrangement and the nature of any such arrangement, varies according to the requirements of each job role. There are some roles which can only be carried out from the Parliamentary Estate.

Flexible Working

We offer a range of flexible working options and actively encourage applications from candidates expressing a wish to perform the role in a flexible working arrangement such as part-time working, job-share and compressed hours. We would be happy to discuss further.

Security

Successful external candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level or Security Check (SC) or higher, as described in the job description. All successful candidates are required to pass these checks before an offer can be confirmed.

To enable meaningful checks to be carried out you will need to have lived in the UK for a sufficient period of time. To undergo a CTC, you must have normally resided in the UK for a minimum of 3 years out of the last 5 years. To undergo a SC, you must have normally resided in the UK for a minimum of 5 years.

[Click here](#) for further information.

Reasonable Adjustments

Parliament is committed to providing suitable workplace adjustments for colleagues so that they can be their best selves at work and ensuring that all colleagues are given the same opportunities.

If you require any additional support during the recruitment process, please contact the recruitment team on recruitment@parliament.uk to discuss how we can meet your needs. Examples of such support include additional time for tests or providing literature in

large print (where appropriate). For more information on how we can support you in the workplace please refer to our candidate pack.

Inclusion and Diversity Commitment

We want to build an environment where everyone feels welcome and able to be themselves. We want to reflect the diversity of our nation. And we want to attract more people from underrepresented groups.

That's why our focus is on better support and flexibility, accessibility and more inclusive ways of working. We're a disability confident employer, and we believe in equality for all. So, we provide everyone with the encouragement and opportunity to thrive – including you.

Our Values

We live our values – courageous, trusted, inclusive and collaborative – in everything we do, making sure that people across all teams, locations and roles are included.

By [delivering on our strategy](#) and living our values, everybody in the House Administration plays their part.

Our values are:

Inclusive: We value everyone equally; We respect each other; We all have a voice.

Courageous: We try new things; We own our actions and decisions; We learn from our mistakes.

Trusted: We trust each other to do a good job; We are impartial; We build confidence in Parliament with our integrity.

Collaborative: We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership.

