

FINANCE BUSINESS PARTNER

APPLICANT PACK

Thank you for your interest in the above role. Below, you will find the job description and person specification, outlining how the different criteria will be assessed throughout the recruitment process. You will also find information on the recruitment and selection process and key dates.

Job Description

Job Purpose

Reporting to the Head of Finance, you will be responsible for leading the management of the SPS HQ Financial Reporting function. The role is to provide financial leadership to the HQ Directorates ensuring the production of relevant, accurate and timely financial advice and supporting information in order that the Directorates will achieve their agreed financial position.

You will provide Strategic financial advice and support to the HQ Directorates in the development of their operational business plans. A key aspect of this support will be working with the directorates in the development of business cases.

You will have line management responsibility for a number of staff within the Financial Reporting team, an important part of the role will be the mentoring and coaching of the finance team.

The role is a hybrid role with an expectation that the role will require to be at SPS locations approx. 2-3 days a week. The primary base will be at SPS Headquarters, situated in Edinburgh, however, there may be a requirement for you to travel to other SPS sites.

Key Responsibilities

1	Establishing and maintaining close effective working relationships with Directorate teams providing high quality, reliable, accurate and timely financial information.
2	Responsible for the overall preparation and monitoring of the HQ Budgets, ensuring the reporting requirements are achieved timely and accurately.
3	Support the Directorates in the development of strategies and preparation, delivery and performance monitoring of Business Cases
4	Manage and Support the directorate Finance managers, ensuring the training and development of the team to attain the best achievable performance.

5	Responsibility for providing the assurance on the integrity of financial information, ensuring the compliance of SPS controls, financial policies and procedures in the HQ Directorate area
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Person Specification & Assessment Information

Our selection approach is based upon the principle of merit which means that we will look to appointment the person who best meets the requirements of the role as outlined in the person specification. In determining the most meritorious candidate, applicants will be assessed against the published criteria during the selection process, as detailed below. The most meritorious candidate will be the one who best meets the essential criteria for the role. Performance against any published desirable criteria will only be considered where two or more candidates have performed equally against the essential criteria and there is a need to use the desirable criteria to identify the preferred candidate.

Criteria	Essential/ Desirable?	When assessed?
Qualifications		
Membership of a recognised professional accountancy body e.g. ACCA, CIPFA, CIMA.	Essential	CV Application
Experience		
Experience of delivering finance business partnering in a large, complex organisation; with extensive experience of financial reporting, planning, budgeting and forecasting processes.	Essential	Competency Sift Presentation Interview
You will have proven experience of effectively and constructively negotiating with non-finance stakeholders, and challenging financial information to secure optimal value for money from services; and experience of delivering high quality results and being able to manage competing priorities in an effective and resilient manner.	Essential	Competency Sift Interview
Experience in the preparation of business cases, and provision of analysis and insight to support investment decision making; in the development and monitoring of savings and efficiency plans; and in the improvement of financial processes and financial management information.	Essential	Competency Sift Interview
Knowledge & Skills		

Building and Maintaining Relationships Accomplished people management skills with the ability to build and maintain effective relationships with a wide range of contacts and positively influence others to achieve desired results.	Essential	Interview
Leadership A strong track record in team leadership with experience of coaching and mentoring finance staff.	Essential	Interview
Planning and Prioritising Ability to prioritise and work to tight deadlines with a high degree of accuracy. Able to demonstrate high degree of flexibility in planning and prioritising own and team's workloads.	Essential	Interview
Communication and Interpersonal Skills Excellent communication skills, both written and verbal, with the ability to positively influence internal and external stakeholders.	Essential	Presentation Interview

Selection Process Key Dates

Vacancy Closes for Applications	<input type="text"/>	Time	10am
Competency Sift	<p>Your application form will be reviewed to determine whether you will be progressed to the next stage of the selection process.</p> <p>We will update you of the outcome via the Online Recruitment system.</p> <p>The results of the competency sift stage will be shared by week commencing 20th March 2023.</p>		
Final Assessment - Presentation & Interview	<p>The assessment process will take place virtually, therefore you will not need to attend and SPS premises to attend your interview.</p> <p>The assessment process will consist of the following elements:</p> <ul style="list-style-type: none"> • Presentation 		

- Interview

Presentation

You will have between **27th March and 3rd April 2023** to complete your Presentation. You will be required to submit this prior to interview.

Interview

Interviews will take place between the **weeks commencing 3rd and 17th April 2023**.

Further information will be provided to candidates progressing to this stage of the process by the way of formal invite to assessment.

***please note the assessment dates are subject to change.**

If you have any queries regarding the vacancy or have a disability which you feel may affect your performance at any stage in the recruitment and selection process, please contact **Rachael Ferguson** by email at: **Rachael.Ferguson@prisons.gov.uk** or by telephone on: **01324 710484** to allow reasonable adjustments to be made to assist you.

