

Role Profile

Role Details

Role Title	Assistant Finance Business Partner-Retail
Pay band	5
Business unit	Finance – Retail and Reporting
Reporting to	Finance Business Partner – Retail and Risk
Date produced or updated	February 2019

Purpose of Role

To support the delivery of a high quality, effective and value-adding financial management service for NS&I providing day-to-day financial support, analysis, advice and guidance to the business to support robust, value-adding decision making and delivery of strategic objectives.

To work in partnership with stakeholders across the business to ensure that:

- Directors are operating within NS&I's financial control framework and held to account over the utilisation of budget;
- Budgets are being appropriately managed and controlled on a day-to-day basis; and
- Financial resources are being used in line with the principles of regularity, propriety and value for money.

Key responsibilities

Business Partnering:

- Support the annual budget setting process for relevant Directorate(s) through the provision of detailed financial analysis and advice to ensure the effective, efficient and economic use of financial resources in line with NS&I priorities and longer term strategic plans.
- Support and provide cover for the FBP – Corporate where necessary by working in conjunction with colleagues in HR in determining robust budgets and forecasts in relation to pay, both in terms of current year and future years, and working collaboratively with colleagues in HR to ensure joined up Management Information is provided to Directors in relation to pay budgets.
- Support the Finance Business Partner – Corporate in the provision of detailed, accurate and timely analysis of travel & subsistence expenses, and work collaboratively with colleagues in HR to ensure taxable benefits in kind are accurately calculated to no detriment of NS&I staff.
- Prepare up to date, accurate and useful Directorate financial management information and analysis, including performance to date, emerging risks and variances from plan, to enable robust and informed decision-making by Directors and Budget Managers
- Lead regular meetings with directors, budget managers and other senior stakeholders to proactively review spending and challenge current financial forecasts and plans.
- Monitor, investigate and explain variances from budgets in a timely manner, understanding the key financial drivers and activities of the Directorate(s), and provide advice on possible courses of mitigating action, where necessary.
- Develop and update financial forecasts for Directorates, ensuring Directors are held to account, and that available resources are utilised effectively to enable the delivery of NS&I's objectives.

- Ensure all required financial adjustments and journals for the Directorates are input into the ledger system in an accurate and timely manner, including preparing any necessary accruals, prepayments and virements to ensure that financial management information is complete and accurate.
- Ensure the integrity of the General Ledger through regular monitoring of Directorate cost centres to ensure costs are complete and to identify and resolve any errors or issues arising.
- Support the Directorates in the completion of any relevant performance measures within their Corporate and Business Unit Scorecards to ensure robust summary information is available for management decision making.

Retail Products:

- Prepare financial analysis for Retail products, including scenario modelling, and provide advice to senior managers on the financial impact of potential decisions about retail products
- Assist with the preparation of finance papers for Pricing, Forecasting Committee and Retail Committees meetings that to ensure these provide appropriate financial and economic information, analysis and advice to facilitate retail product and pricing decisions.
- Assist with the preparation of Prepare detailed Value Indicator calculations (which measures the cost-effectiveness of the organisation in raising finance for Government) reflecting both year-to-date and forecast performance to inform organisational decision-making and for submission to HM Treasury.
- Support the preparation, analysis and interpretation of detailed Value Indicator scenario calculations to explore and assess a range of options for retail products.
- Support the preparation and collation of information regarding the net annual movement in customer funds (Net Financing) to understand financial impacts and facilitate retail product and pricing decisions.
- Assist with the development of a robust annual forecast for Net Financing.
- Assist with the preparation of semi-annual interest calculations and forecasts for HM Treasury to inform wider Government decision making.
- Draft Net Financing and Value Indicator information for publication to support the organisation's transparency requirements.
- Regularly review and monitor the inputs, calculations and outputs of the IT system for retail products (Cognos), having a good understanding of the terms and conditions of the products and the financial models in the system, to provide assurance that information is accurate.

People:

- Support the operation of a cost effective service that drives continuous improvement of finance business practices and proactively promotes and supports change to deliver excellence in service delivery
- Provide cover across the Finance Business Partner team as required. Work flexibly and co-operatively with other finance colleagues to ensure the finance service covers its entire responsibility and meets the needs of the organisation.
- Proactively partake in other duties across the Finance Directorate as required.

- Act in accordance with the NS&I's core values: Secure, Inspiring, Straight forward, and Reassuringly Human
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Relationships

Please list the jobs and areas with which the post interacts. This should show internal and external relationships.

Internal	External
NS&I Finance Team	Outsource Provider (ATOS) Finance
NS&I Executive Committee, Board and Senior Management	ATOS Operations
All NS&I Directorates	Internal Auditors
Other committees as required	External Auditors
	HMRC
	Financial Ledger Administration Support Provider
	Travel Provider

Person specification

Essential qualifications, experience and technical knowledge

Essential qualifications

- One of the following:
 - Full qualification with the Association of Accounting Technicians (AAT)
 - Part qualified with Consultative Committee Accountancy Bodies (CCAB) or Chartered Institute of Management Accountants (CIMA).
- Actively studying for CCAB/CIMA qualification.

Essential experience

- Working in financial management, including experience of budget monitoring and forecasting.
- Analysing and interpreting financial information, and providing advice and options for resolution of issues arising.
- Ability to explain financial information to senior management and non-finance colleagues.
- Able to manage own workload to deliver multiple priorities within tight timescales.
- Working across team boundaries to achieve common goals.

Essential technical knowledge and skills

- Good up-to-date knowledge of core accounting standards and principles.

- Excellent computer skills with advanced skills in Microsoft Excel.
- Excellent communication skills.

Ability to work effectively as part of a team and build effective relationships with colleagues and key stakeholders.

Desirable qualifications, experience and technical knowledge and skills

- Workforce planning and medium-term payroll forecasting.
- Dual Workplace taxation.
- Experience of working in Public Sector, particularly with the Central Government financial framework

Competencies and values

Please read in conjunction with the NS&I Behavioural Based Competency Framework and give examples relevant to the role.

Customer Focus	Level (1-5)	3
<ul style="list-style-type: none"> • Evaluate the needs and interests of NS&I's customers • Contribute to decisions on service quality standards and the fair treatment of customers • Monitor fair treatment for customers and seek opportunities to improve • Engage in constructive dialogue with my customers regarding their needs • Continuously develop and improve my customer focus capabilities 		
Communication	Level (1-5)	3
<ul style="list-style-type: none"> • Check peoples' understanding by questioning and listening effectively and clarify ambiguities and confusion • Facilitate meaningful discussion with others • Apply a wide range of communication methods, styles and media • Develop and continuously improve my ability to communicate effectively 		
Achievement orientation	Level (1-5)	2
<ul style="list-style-type: none"> • Agree team and individual targets and establish clear accountabilities and responsibilities • Identify, understand and manage risks impacting on delivery and service levels • Monitor own and others' plans and performance against targets, milestones and deadlines • Take appropriate action to ensure on-time delivery of results, within budget and agreed service levels • Delegate work efficiently and effectively to others. 		
Managing Third Party Relationships	Level	3

	(1-5)	
<ul style="list-style-type: none"> • Apply commercial thinking in working with third parties and ensure value for NS&I • Evaluate the needs and interests of third parties to NS&I and recommend action • Seek feedback on the ongoing working relationship with third parties within scope of own role • Continuously develop and improve my capabilities in managing third party relationships 		
Improving business performance	Level (1-5)	3
<ul style="list-style-type: none"> • Encourage others to identify opportunities for improvement to processes and ways of working and develop solutions • Seek ways to improve personal productivity and productivity of others • Support and challenge others to cope with change and new working practices • Develop own capabilities in continuously improving business performance 		
Leading others	Level (1-5)	2
<ul style="list-style-type: none"> • Agree work objectives and performance standards with others, including cost, quality and on-time delivery measures • Support and challenge others to deliver against their personal and team work objectives • Help people to see how their personal performance contributes to the company's success 		
Making decisions	Level (1-5)	3
<ul style="list-style-type: none"> • Effectively balance issues of on-time delivery, cost and quality in making decisions • Demonstrate integrity and fairness in making decisions • Review issues thoroughly to identify root causes • Analyse facts, data and unbiased opinions objectively to reach balanced decisions • Continuously develop and improve my decision making capabilities 		
Teamworking	Level (1-5)	3
<ul style="list-style-type: none"> • Contribute to cross functional decision making, problem solving and project work • Resolve differences and conflicts with other teams constructively and assertively • Develop own team working skills and behaviours • Be enthusiastic about opportunities to work with different people at different tasks • Continuously develop and improve my team working capabilities 		