



Job description and employee specification

Job title:	Finance Business Partner	Location:	Wiltshire flexible
Reports to:	Wiltshire Finance Manager	Working hours:	37 per week
Job number:	TBC	Salary grade:	H
Supervises:	No supervisory responsibility		
Main purpose of the job:	Integral part of Finance team, supporting Ubico in providing an excellent Finance service to Wiltshire		
Key duties and responsibilities:	<p>This job description sets out the key outcomes required. It does not specify in detail all the activities required to achieve these outcomes.</p> <p>This is what we need you to do:</p> <ul style="list-style-type: none"> • Perform the role of finance business partner to operations contract leadership for specific contracts, responsible for all aspects of financial support and advice • Work closely with operations contract leadership to deliver the requirements of the Budget Monitoring Process, providing analysis and challenge to assumptions to deliver budgeting accuracy • Work closely with operations leadership to drive financial awareness in operations • Responsible for the development and deployment of annual budget monitoring models, including communicating change and training users • Develop financial reporting to enhance the provision of effective financial insight, providing analysis & challenge to the senior leadership team, working closely with the Finance Manager. • Defining, documenting and undertaking key finance process improvement projects, including and for example, internal training projects, purchase order and invoicing process, payroll and holiday overtime process and financial modelling. These examples are indicative and not exhaustive. • Lead the general ledger control process. Including transaction investigations and remedial invoice recoding and journal entry work. • Responsibility for key control reconciliations. <p>All employees of Ubico are also expected to:</p> <ul style="list-style-type: none"> • Work to add value to, and be a valued member of, the team and to be valued by customers. • Comply with the organisation's health and safety policies and safe systems of working. • Work in compliance with the codes of conduct, regulations (including financial) and policies of the organisation. 		



	<ul style="list-style-type: none"> • Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information in line with current data protection legislation. • Be committed to and demonstrate the values of the organisation which are to: <ul style="list-style-type: none"> ✓ Deliver quality – what we do, we do well. ✓ Be safe – look out for yourself and others. ✓ Do the right thing – make good decisions and treat people with respect. ✓ Care for our environment – protect where we live and work. Strive to be cleaner and greener. ✓ Work together – communicate well and help each other.
<p>Essential requirements - qualifications, skills, abilities, knowledge and experience:</p>	<p>Qualifications</p> <ul style="list-style-type: none"> • Relevant professional qualification or working towards <p>Knowledge and experience</p> <ul style="list-style-type: none"> • Proven experience in a financial environment / similar or related role <p>Skills and abilities</p> <ul style="list-style-type: none"> • Good level of IT skills - MS Office, high levels of Excel skills • Communicates effectively at all levels (excellent verbal and written skills) • Is customer focussed, responsive, and co-operative with partners • Good interpersonal skills; works together with employees, colleagues and customers to resolve problems and implement change initiatives • Is proactive / self-motivated • Prioritises and meets tight deadlines; good organisational skills. • Ability to use initiative and work with minimum supervision; proactive and self-motivated • Problem solving skills • Ability to record and deal with data accurately and effectively • High level of judgement, tact, discretion and initiative • Ability to maintain confidentiality in accordance with Data Protection • Holds a valid driver’s licence and has use of a car with appropriate insurance to allow travel between locations as required.
<p>Desirable requirements - qualifications, skills, abilities and experience:</p>	<ul style="list-style-type: none"> • Knowledge and understanding of the issues affecting Local Government • Experience of producing external and internal publications
<p>Special conditions:</p>	<ul style="list-style-type: none"> • Expected to work reasonable additional hours in line with the needs of the service



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Created/reviewed by:	Name: Brian Jarvis	Job title: Finance Director

