



# JOB PROFILE

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<b>Post Title:</b>	Budget Officer
<b>Portfolio:</b>	The Treasury
<b>Responsible to:</b>	Management Accountant
<b>Responsible for:</b>	Assistant Budget Officer
<b>Grade:</b>	Band D

## Job Purpose

To improve the lives of all within our community and help the island thrive by providing advice and support to budget holders in preparing and managing their budgets.

## Main Duties and Responsibilities

1. Liaise with Accounting Officers and Budget Holders on a regular basis on budget performance, forecasts and budget preparation, establishing clear work plans and deadlines to deliver necessary activities.
2. Review and scrutinise all budget documentation and forecasting prepared by Budget Assistants on behalf of Budget Holders and provide feedback and advice where appropriate at a cost centre and departmental level.
3. Review monthly departmental Budget Executive Reports prepared by Budget Assistants before publication to departments and monitor revenue and expenditure performance against budgets and forecasts.
4. Review all variance explanations provided and highlight any significant unresolved matters with Senior Management in accordance with budget management procedures.
5. In liaison with Budget Holders review and approve corrective journals for transactional errors identified to the Financial Reporting team.
6. Provide advice to Budget Holders and Senior Management on options to address variances where appropriate and provide necessary evidence to support.
7. Support the Management Accountants in the analysis and preparation of new revenue generating or spending initiatives and projects.
8. Provide advice and support to staff and senior management within the departments on all Financial Regulations, financial policies and financial procedures.
9. Make recommendations for improvements in relation to finance systems and processes.
10. Ensure service users receive timely responses to their telephone and email enquiries and processing all associated paperwork in a timely manner.



# JOB PROFILE

11. Be the first point of contact for all people management activities, such as absence management, managing conduct, conflict resolution, conducting appraisals etc. completing Manager Self Service (HR21) processes if/as required.

12. Provide the supervision and development needed to support team members to perform their roles competently and achieve team objectives or targets.

## Special Conditions

There are no special conditions associated with this role.

This is a new role and it will develop as the service develops; that will require the ability to be flexible and adaptable and able to work in uncertain or ambiguous conditions as the role develops.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

## Core Competency Framework

Competency	Level
<b>Professional Development:</b> Requirements for Continuous Professional Development met and when necessary submitted to Professional Institute in order to continue recognition of professional status.	iii
<b>Planning &amp; Delivery of Work:</b> Manages own work activities so that work is delivered in an efficient and productive way. Ensures quality or service standards required are maintained. Ask questions to clarify expectations when necessary. Keeps relevant parties informed on the progress of a plan or programme.	ii
<b>Analysis and use of Information:</b> Identifies and uses various sources of evidence to support outputs. Uses evidence to evaluate policies, projects and programmes. Works confidently with data before making decisions: e.g. interpret trends, issues and risks. Establishes underlying causes of problem. Considers options before deciding solution.	iii
<b>Decision Making:</b> Solves problems that have significant short-term implications for the organisation. Assesses the impact of decisions. Identifies causes rather than just symptoms to inform solutions. Uses trends and patterns in information for evidence based decisions. Confident in making decisions within policy guidelines.	iii



# JOB PROFILE

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Assembles available knowledge to ensure evidence based decisions.	
<b>Working with Others:</b> Informs, consults and influences others using a range of communication mechanisms. Engages with others to gather information. Shares and implements good practice with others. Works with senior management and other stakeholders.	iii
<b>Communication:</b> Ensures important messages are understood. Ensures written communications are well structured and have clear meaning. Presents information so that it has a positive impact on the recipient. Engages well with others to understand their needs and aspirations.	iii
<b>Influencing and Persuading:</b> Encourages and provides constructive feedback to improve performance. Ensures alternative approaches to work are effective in meeting the organisation and individual needs. Remains constructive when disagreeing or challenging. Challenges inappropriate employee behaviours.	iii
<b>Dealing with Change:</b> Supports individuals in their team through periods of change. Listens and responds to constructive feedback. Initiates new ways of doing things. Recognises and deals with obstacles to change. Promotes goals or new initiatives to others.	iii
<b>Continuous Improvement:</b> Makes business and efficiency improvements through use of appropriate systems and tools. Able to coach and develop individuals. Shares knowledge and experience with others. Manages own development and performance. Learns lessons from both successes and failures.	ii
<b>Managing Resources:</b> Promotes and enforces appropriate business rules. Deals with varied situations with limited guidance.	ii



## PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
<b>Qualifications:</b>			
A Level 3 or above qualification in a relevant subject – such as Maths, ICT, Business Administration etc.	E	√	
ACCA Diploma in Financial and Management Accounting (RQF Level 3) or equivalent level of demonstrable attainment or experience or willingness to study	E	√	
<b>Knowledge &amp; Experience:</b>			
Significant experience in a similar accounting or budgeting role	E	√	
Experience of making improvements in relation to systems and administrative processes	E	√	√
Demonstrable ability to handle, resolve and escalate enquiries and pass on information promptly	E		√
Experience of using information to develop solutions and solve problems	E	√	√
Experience of supervising a group of staff	D	√	√
<b>Skills and Abilities:</b>			
Excellent written and verbal communication skills	E	√	√
Confident in using ICT systems relevant to role i.e. Access Dimensions or similar packages including Management Information Systems and MS Office	E		√
Able to plan, manage and review tasks for team members	E		√
Excellent interpersonal skills, able to communicate effectively and professionally	E		√
Excellent time management and planning and organisation skills	E		√
Able to support changes in service provision in a positive and constructive manner	E		√
The ability to be creative and identify improvements and anticipate and respond to change	E		√
Able to work independently and seek advice and guidance when needed	E		√
Is approachable and confident in coaching members of the team to help them acquire skills and experience	E		√
<b>Other:</b>			
Willingness to work flexibly.	E		√
Committed to safeguarding and promoting the welfare	E		√



## PERSON SPECIFICATION

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of children, young people and vulnerable adults.			
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		√

### Our Values

#### FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

#### INTEGRITY

We communicate openly and we are honest, accountable and ethical.

#### TEAMWORK

We work together and we support each other.

### Professional or Career Progression Cadre Competency Framework

*Add in here a Professional or Career Progression Cadre competency framework or reference an Appendix A and append details.*