Job Description

Job Title:	Specialist Finance Consultant
Division:	gbpartnerships consult, part of the gbpartnerships group
Reports to:	Principal Consultant (Finance) and Business Case Lead
Line Manager to:	Not applicable
Hours & Location:	37.5h per week, bespoke flexible working arrangements will be considered. Birmingham location is preferred but not required. Hybrid working with regular travel.

Job Description:

What we expect from this role:

gbpartnerships consult (gbp consult) helps health, local authority and wider public sector clients plan, fund and deliver better buildings and services. Business cases are a growing part of our work, and they are how our clients win approval and funding for new health centres, community hubs and ambulance stations.

As a finance specialist, you will develop the financial analysis and write the economic and financial cases that sit at the heart of each business case, in line with HM Treasury Green Book guidance and Better Business Cases™ methodology. You will work closely with our Principal Consultant (Finance), who leads gbp consult's business case work, and you will help us make our models, templates and ways of working consistent and of the highest quality.

You will also be part of a friendly, collaborative team. You will build and write defined parts of business cases under the direction and review of a Principal or Senior Consultant, and develop towards leading your own business cases.

What you will be required to do:

Finance and Business Case Specialism: In your role as a finance specialist, you will:

- Prepare defined sections of the economic case and the financial case for NHS capital business cases at each stage (Strategic Outline Case, Outline Business Case, Full Business Case and Short Form Business Case, as required), in line with HM Treasury Green Book guidance, NHS England requirements and the Better Business Cases™ approach, with your work reviewed by a Principal or Senior Consultant.
- Build and maintain the Comprehensive Investment Appraisal (CIA) model, and complete the NHS England Value for Money (VfM) template, with your work checked by a Principal or Senior Consultant, so that our clients can show the preferred option offers good value.
- Carry out the analysis for long list and short list options appraisals, including analysis of capital, running and lifecycle costs, with the approach and scoring methods led by a Principal or Senior Consultant.
- Identify, measure and monetise benefits, including cash-releasing, non-cash-releasing and wider social benefits, and prepare affordability, funding, risk and sensitivity analysis.
- Support colleagues in advising on the financial treatment of leases, capital funding and capital spending limits, working with client finance teams.
- Support the presentation of findings and recommendations to client finance teams, boards and approval panels, and develop your own presenting skills over time.

- Prepare costings, fee estimates and technical content for proposals and bids, working with the Principal and Managing Consultants.
- Support and maintain our standard tools: business case templates, standard economic and financial case tables, work programmes and costings, benefits and risks workings and model checklists.
- Share your learning with colleagues, and welcome review and feedback on your models and analysis.
- Stay up to date with developments in the HM Treasury Green Book, NHS England guidance, accounting standards, government policy and HMRC guidance, where these affect our work.
- You may also be required to support or contribute to the design, management and implementation of other consulting projects, typically taking direction from the Managing Consultant/Senior Consultant responsible for the overall client relationship or project.

In addition to your specialist contribution, you are expected to support the following areas of our work.

PROVIDE Leadership: We thrive on delighting our customers and helping each other reach our full potential. Your responsibility is to:

- Represent gbp consult in your project work and in your dealings with clients.
- Help to scope the finance elements of projects to which you are assigned, clearly setting out deliverables, expectations, assumptions and resource needs.
- Take accountability for the tasks under your charge, planning your own tasks and managing your own time, as well as that of Analysts on occasion, and working independently when required.
- Support and help Analysts in the performance of their tasks, while developing your own leadership and coaching skills through your work with the Principal Consultant, Managing Consultants and other senior members of the gbp group leadership team.

CONTRIBUTE to Market Making: We want to be leaders in our chosen markets and the ‘go-to’ consultancy for our clients. Your responsibility is to:

- Maintain awareness of changes in the markets in which we work, such as changes to NHS England approval routes and funding, and help the Principal and Managing Consultants develop new opportunities.
- Contribute to client account plans and help build relationships with members of the client team, including client finance colleagues and approvers.
- Help produce high quality bids and proposals, including costings, and support colleagues in presenting these to clients.
- Contribute to our thought leadership and marketing, for example articles, LinkedIn posts, case studies, client testimonials and our Business Case Club.
- Help develop and deliver internal and client training on business cases.

DELIVER Operational Excellence: To remain current, we must deliver excellence and build on it. For the projects (or parts of projects) for which you are responsible, your responsibility is to:

- Plan, develop and clearly communicate the workstreams, tasks, activities and resources needed for your work.
- Monitor progress and make sure your work is delivered on time, to quality and within budget.
- Identify and manage project risks, and propose timely action to avoid problems.
- Promote a culture of learning across everyone working on your project.
- Draft report sections and support the editing of project reports and deliverables.

- Check your own work carefully and support quality checks on project deliverables, including model checks and reconciliations.
- Support project reviews at the end of each project and help put lessons learned into practice.
- Follow the standards, processes and ways of working of gbp consult, and support colleagues to do the same.
- Give practical, hands-on support to less experienced colleagues, and actively look for opportunities to grow your own skills and experience.

PURSUE Healthy Financial Returns: We have an ambitious programme to grow our business and create new opportunities for the team. Your responsibility is to:

- Help the Principal and Managing Consultants cost new project opportunities, making sure fee estimates allow enough time for the work, including modelling, quality checks and client meetings.
- Keep your own time plan up to date.
- Record your time accurately and monitor billable utilisation and expenses, alerting your line manager early to any expected difference from budget and proposing ways to rectify this.

LIVE Our Values and Ethos: We are proud of who we are, how we behave and what we aspire to be. Our values are integrity in how we act, ambition to be the best, excellence in all we do and accountability to all. Your responsibility is to:

- Understand why these values matter to our culture and bring them to your day-to-day work with customers, suppliers and colleagues.



Key Internal & External Clients:

To a greater or lesser extent, depending on the project:

- Members of the consultancy team, other gbp group teams and the senior management team
- NHS trusts and commissioning organisations, including integrated care boards (ICBs), integrated care systems (ICSs) and NHS England
- Ambulance trusts, GP practices and primary care networks

- Council departments, officers and councillors
- Private health and care providers, and charities
- NHS Property Services and Community Health Partnerships (the organisations that manage and support much of the NHS estate)

What you will need to bring to this role:

Essential

- 2 to 5 years of relevant experience in management consultancy, professional services or industry, in finance, investment appraisal or business case work.
- A professional accounting qualification (ACA, ACCA, CIMA, CIPFA or equivalent), whether qualified, part-qualified or actively studying towards one, or a degree in finance, economics or a related discipline plus at least 2 years' relevant experience.
- Strong, practical experience of building financial models in Excel that are clear, accurate and easy for others to check, covering discounted cash flow, net present value, scenario and sensitivity analysis.
- Experience of options appraisal or investment appraisal, and of explaining the results to non-finance readers.
- A willingness to develop skills in supervising and guiding the work of others, such as analysts.

Desirable

- Experience of working with clients at senior management level.
- Experience of public sector capital business cases, particularly NHS business cases using the Five Case Model (strategic, economic, commercial, financial and management cases).
- Better Business Cases™ Foundation certification, or willingness to achieve this and then Practitioner level with our support.
- Knowledge of the HM Treasury Green Book, Teal Book and Magenta Book.
- Knowledge of IFRS 16 lease accounting, capital spending limits, PFI or LIFT arrangements, or property and lease finance.
- Understanding of how the NHS, social care and local government are structured and funded.
- Experience of preparing bids, fee estimates or proposals.
- Confidence using LinkedIn and other social media to share our work and build contacts.

Skills / Attributes

Technical

- Highly numerate, with strong financial and analytical skills and attention to detail.
- Advanced Excel skills, and good working knowledge of Word, PowerPoint and project management tools.
- The ability to write clearly in plain English and explain complex financial points in a simple way for non-financial specialists.

People

- A collaborative approach, and the ability to support and motivate project teams.
- Open to feedback and willing to challenge constructively, including welcoming review of your own models.
- Enthusiasm for learning from others.

Business Development, Communication & Engagement

- Excellent verbal and written communication, with confidence taking part in client meetings.
- Willingness to build client relationships.
- Commercial awareness, including the ability to judge how much time work will take and to raise budget concerns early.

Effective Project Management

- An inquisitive approach to problem solving.
- The ability to manage work to time, quality and budget.
- Ability to manage several tasks at once.

Personal Qualities

Necessary

- Rigour and integrity, so that clients and approvers can rely on your numbers.
- Self-motivation and the ability to work independently once you have a clear brief.
- Resilience and good humour when deadlines are tight or approvers raise queries.
- Accountability, owning your work and flagging problems early.

Beneficial

- Curiosity about changes in policy, funding and NHS approval processes.
- A desire to teach and share knowledge.
- An interest in business development and helping win new work.
- An ability to manage in the face of uncertainty, as approval processes and client capacity can change.

Other Considerations: (i.e., required to travel)
The post holder will be required to: ▪ Travel regularly, locally and nationally, and stay away from home for one or more nights when needed ▪ Own or have access to a car, or be able to travel to client sites ▪ Work on a hybrid basis, with Birmingham as the preferred (but not required) location; bespoke flexible working arrangements will be considered

Job Holder Signed:		**Line Manager Signed:**	
Date:		**Date:**	