



JOB DESCRIPTION

POST: Finance Business Partner

DEPARTMENT: Finance, Commissioning and Procurement

REPORTING TO: Senior Finance Business Partner

RESPONSIBLE FOR: No direct reports

Grade: 5

MAIN JOB PURPOSE:

- a) The Finance business partner works closely with service areas to create a real and active partnership with both operations and management. Providing 'real time' support and analysis.
- b) A trusted advisor, communicating and persuading effectively, adding value, challenging, negotiating, and influencing CMs and ADs and provide a greater understanding of the financial implications of their operational and strategic decisions.
- c) Provide financial leadership, and highly relevant insight into the business performance of the designated service areas. Act as a key stakeholder in decision making by providing risk adjusted financial information and analysis.

DUTIES AND RESPONSIBILITIES:

- a) Understand and interpret complex financial and operational data, both internal and external, be able to identify past financial trends and think about what could happen in the future, both commercially and operationally and draw own conclusions and make recommendations to the service areas, and ADs.
- b) Provide robust real time financial monitoring, outturn forecasts, and medium-term financial plans that meet the needs of the organisation.
- c) Use commercial acumen, analytical skills, to develop and offer solutions, not just quantifying issues, providing action plans to eliminate/reduce overspends, help identify savings, provide costing proposals. Model future financial outcome scenarios to help make better commercial and operational decisions.

- d) Work with the Senior Finance Business Partner, CMs and ADs to ensure the financial strategy aligns to service plans of the designated service area and the organisations strategic direction.
- e) Support the finance function in protecting the assets of the organisation in ensuring compliance with the relevant financial regulations, and understand the links between costs, service levels and the organisations strategies and financial constraints, highlighting key financial risks and the appropriate mitigations.
- f) Work co-operatively and collaboratively with staff in the Finance, Commissioning and Procurement Team, colleagues across the organisation and external partners.
- g) Maintain and develop own specialist knowledge, skills and expertise and support CMs and ADs and other colleagues to develop the skills, knowledge and expertise to be able to deliver their financial responsibilities.
- h) Communicate complex financial information, to a variety of audiences in a clear and user-friendly manner.
- i) Oversee the review and application of strategies, policies, systems and procedures such as treasury management, financial regulations/delegations and financial management requirements.
- j) Completing statutory and other financial returns, grant claims, providing consultation responses, and completing the allocated areas of responsibility in the preparation of the annual statement of accounts within deadlines.
- k) Ensure that IT systems and other procedures operate effectively and deal with the impacts of the changing national and local agendas, including the funding and welfare reforms.
- l) Keep the relevant financial controls, systems and procedures operating accurately, effectively and efficiently.
- m) Any other duties of a similar nature which may be required.

Additional information

- a) Does this job require a DBS check? **No**
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. **No**
- c) The post is designated as being politically restricted in accordance with the term

of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. **Yes**

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS The postholder must be able to demonstrate:	MEASURED BY: A Application form I Interview T/P Test/Presentation
EDUCATION/TRAINING <i>(Academic, vocational/professional and other training)</i>	
Relevant qualification at NVQ4/HND/Foundation degree level. Or equivalent level of knowledge gained through experience	A/I
KNOWLEDGE & EXPERIENCE <i>(e.g. report writing, office experience, Microsoft office)</i>	
a) Excellent communicator with well-developed inter-personal skills and the ability to explain complex financial matters to non-practitioners. b) Highly self-motivated. Ability to prioritise a range of competing and complex demands and meet changing deadlines effectively. Helps to produce solutions or strategies over more than a year. c) Strong analytical skills and lateral thinking approach to problem solving. Good IT skills. d) Analyses and interprets varied and complex situations and problems. e) Uses developed negotiating or persuasive skills in order to encourage others to adopt a particular course of action. f) Understanding of the financial rules and regulations	
SKILLS/ATTRIBUTES <i>(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)</i>	
a) Initiates, fosters and enhances influential and productive working relationships. b) Flexible and adaptable. Creative and innovative. Highly co-operative. Prepared to take measured risks. Has confidence to try new things.	

c) Proven analytical skills with an ability to provide well informed advice on a range of issues. d) Ability to influence at a senior level and work effectively with others and collaborative partnerships. e) Ability to interpret and apply changing requirements arising from national and local agenda. f) Willing to take on new and different tasks/ways of working g) Works co-operatively within a team and also with people from other teams and services. h) Prepared to pick up work outside of own specialism or what is comfortable to help out in emergencies or provide backfill for others. i) Works proactively and collaboratively in project teams comprising staff from a range of services when representing own specialism. j) Uses transferable skills and develops new skills as necessary to provide a flexible resource to meet corporate priorities.	
BEHAVIOURS Behaviours will be tested at interview against the Council's values (further detail below)	
Empowering, valuing and developing our people Valuing our customers Being open and honest Taking ownership Being ambitious	
EQUALITY AND DIVERSITY	
Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).	A/I



OUR
PEOPLE



OUR
CUSTOMERS



BEING OPEN
and HONEST



TAKING
OWNERSHIP



BEING
AMBITIOUS

We empower, value and develop our people to work together as one dynamic and efficient team.

We care about delivering high quality, customer-focused outcomes with our communities and partners.

We are open, transparent and truthful.

We take pride in our work and take responsibility for our actions.

We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.



Our Values

...we believe in