 

JOB DESCRIPTION

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| **JOB TITLE****GRADE** | **Finance Business Partner** |
| PO8 |
| **REPORTING TO****JD REF** | **Head of Finance/Finance Manager** |
| **BUS0144P** |

# PURPOSE

To deliver a solution-focussed, innovative financial management function that enables

the effective allocation of resources to outcomes. Provide professional and evidence-based management information to support the long-term sustainability of the Council and its trusted partners. To understand the key objectives of Council Directorates and deliver robust challenge and support to proposals in development thus ensuring that value for money and

effective and efficient working practices are delivered. Support the production of business cases and commercial viability assessments.

# MAIN DUTIES AND RESPONSIBILITIES

1. Collaborate with budget holders and stakeholders within assigned Directorates to provide expert financial advice and guidance on financial matters.
2. Develop and maintain effective working relationships with budget holders, understanding their objectives, and translating them into financial plans and strategies.
3. Prepare accurate and timely financial reports, incorporating information on forecasts, and budgets for the assigned Directorates, ensuring compliance with regulations and policies.
4. Analyse financial data and performance, identifying trends, variances, and risks, and providing insights and recommendations to support informed decision-making.
5. Work closely with budget holders to review expenditure, monitor budgets, and implement corrective actions to ensure effective financial control.
6. Support the development and monitoring of business plans and financial strategies for the assigned Directorates, aligning with the overall financial objectives of the Council.
7. Provide financial modelling and scenario analysis to assess the financial impact of potential initiatives, projects, or policy changes.
8. Collaborate with finance colleagues to ensure accurate and timely month-end and year-end close processes, including accruals, prepayments, and reconciliations.
9. Assist in the preparation and presentation of financial reports and analysis to senior management and stakeholders.
10. Stay updated with changes in financial regulations, policies, and best practices, and ensure their implementation within the assigned Directorates.
11. To undertake any other tasks or duties commensurate with the grade and role of the post as directed.

# ESSENTIAL CRITERIA

## Qualifications:

1. A recognised professional accountancy qualification/part qualification (e.g. CIPFA, ACA, ACCA, CIMA) or equivalent.

## Knowledge & Skills:

1. Strong understanding of financial management principles and practices
2. Strong analytical and problem-solving skills
3. Advanced Excel skills and familiarity with other MS Office applications
4. Excellent communication and interpersonal skills, with the ability to build effective relationships at different operational levels.
5. Strong influencing and negotiation skills.
6. Able to be a key advocate for change and have the personal courage and resilience to cope with ambiguity, uncertainty and conflicting demands.
7. An ability to work proactively and independently when required to deliver work in advance of deadlines.
8. Proficiency in using financial management systems and software.
9. Advanced Excel skills and familiarity with other MS Office applications.

## Experience:

1. Significant experience in financial management/business partnering activity.
2. Experience of working with senior stakeholders to deliver organisational objectives.
3. Experience of in-depth engagement in budget setting activities and in doing so providing leadership to others.
4. Demonstrable financial modelling and analysis including risk management techniques.
5. Experience of influencing decision making with positive outcomes.

# DESIRABLE CRITERIA

1. Experience of working with Members and involvement in political procedures.
2. Leading on large scale projects to transform services and/or teams.
3. Understanding of procurement processes and contract management.
4. Educated to degree level.

# ADDITIONAL INFORMATION

The job role may require travel between different local sites.

**Health & Safety Considerations**:

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* Lone working
* Work with VDUs (Video Display Unit) (>5hrs per week)

# DATE OF APPROVAL:

**APPROVED BY:**