

JOB DESCRIPTION

POST: Senior Finance Business Partner	POST NO: RF88
SERVICE: Corporate Finance	
SCALE: I/J	
ANY SPECIAL CONDITIONS: None	
RESPONSIBLE TO: RF87 – Chief Accountant	
RESPONSIBLE FOR (POSTS): RF91a & RF91b –Finance Business Partners RF69 – Trainee Accountant	
<p>MAIN PURPOSE OF POST:</p> <p>To lead and manage a professional accountancy team in the provision of a comprehensive, proactive, innovative financial service to all levels of management and Members on a range of finance functions, including budget setting, budget monitoring, budget planning and project support.</p> <p>This post will work alongside the Senior Finance Business Partner (RF76). This post will take the lead role in the provision of comprehensive financial advice on revenue financing, with the other role taking the lead on capital financing and VAT.</p> <p>To have an in-depth knowledge and understanding of key Council services and related financial resources and be able to link both together for purposes of financial planning and management in order to support those services as a Senior Finance Business Partner.</p> <p>To ensure that accounting and financial records are maintained, and administering and developing financial processes, so that the Council complies with all relevant accounting standards.</p> <p>To review and challenge current budgets to ensure a robust and clear streamlined budget model.</p> <p>To support the Chief Accountant to carry out their responsibilities, ensuring key areas of financial control and probity are understood and adhered to by all levels of management.</p>	
<p>SPECIFIC DUTIES OF POST:</p> <ol style="list-style-type: none"> 1. Keeping abreast of all changes and developments regarding local authority accounting legislation, standards and requirements and assess how they may affect the council. Recommend action to the Chief Accountant. Take a lead role in the implementation of any changes necessary to comply with all relevant local authority accounting standards. 2. Develop an in-depth knowledge of the financial management systems. 3. Take a lead role in the completion of the Council’s annual Financial Statements in line with the year-end Statement of Accounts timetable, including assistance with the completion of disclosure notes and related working papers. 	

Continued

SPECIFIC DUTIES OF POST (continued):

4. Devising systems and procedures to support effective budgetary control of the Council's revenue budget.
5. Manage the provision of support, advice and challenge to budget holders regarding the setting and monitoring of the Council's revenue budget and ensuring that financial issues are well understood.
6. Responding to the changing requirements of customers while balancing these against the need for adherence to professional standards and guidelines.
7. Manage the provision of accurate and timely information for the purpose of financial management, monitoring and control, and improving the quality of information provided. Investigating budget variances and providing advice proactively thereon.
8. Ensure that officers and members are provided with high quality advice and direction on financial strategies, policy, standards and practices enabling services to make timely and well-informed decisions in the knowledge of the impact those decisions will have on both the financial and service performance of the Council.
9. Training key stakeholders in matters relating to the revenue budget and financial systems so that stakeholders are able to understand and fully contribute to the production of financial information as well as transparent financial performance and management.
10. Playing a lead role in business development, including driving the delivery of the transformation programme across the Council, driving efficiency improvements, and identifying and securing new funding streams. Analyse costs and trends and use comparisons to drive out further efficiencies, linking costs with activity to lever performance improvements.
11. Responsible for preparing Committee Reports for consideration by Members on matters dealt with by the Corporate Finance division.
12. To advise and support the Head of Corporate Finance in carrying out their statutory s.151 responsibilities and the Chief Accountant in the professional management and direction of the Finance function across the Council.
13. Responsible for the completion of management reports, grant claims, statistical returns and reconciliations as required.
14. Work collaboratively with the other Finance Business Partners by working to our purpose to ensure high levels of customer satisfaction.
15. Share responsibility with the other Finance Business Partners to provide a seamless finance service providing cover for colleagues during any periods of absence and proactively managing workload peaks and maintaining office presence between 9.00am and 5.00pm daily.

Continued

SPECIFIC DUTIES OF POST (continued):

16. Work collaboratively with budget holders to bring together an understanding of costs and a detailed knowledge of the nature and volume of services being provided. Empower and support budget holders to make decisions about how resources are deployed to provide public services in the most efficient and effective manner.
17. Demonstrate a positive approach and behaviours in promoting the Finance service and working with all Finance stakeholders.
18. Responsible for developing the skills and knowledge and maximising the potential of all staff within the team.
19. Working with key stakeholders to maximise external funding to the Council.
20. Liaising as necessary with internal and external auditors.
21. To carry out such duties as the line manager may, from time to time reasonably require.
22. To carry out all duties in accordance with relevant legislation, Council policies, procedures and standards.
23. To actively promote the Council's Corporate Equality Statement and demonstrate the standard of conduct which prevents discrimination taking place.
24. To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policies and Procedures and all locally agreed safe methods of work.
25. To share the council's commitment to safeguarding and promoting the welfare of children, young people and adults at risk as outlined in the CBC Safeguarding Policy.
26. To ensure that all duties are carried out in compliance with both environmental legislation and a commitment to the Council's Environment Policy.

AMENDMENT DATE:

POSTHOLDERS SIGNATURE:

CANDIDATE SPECIFICATION

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CHARACTERISTICS	ESSENTIAL	DESIRABLE
SKILLS/ABILITIES (Specific skills and abilities required to undertake the duties)	Ability to communicate effectively using different communication methods and styles for a wide range of customers. Ability to manage competing demands. Ability to interpret financial information.	
KNOWLEDGE (Particular knowledge which will be necessary to perform the work effectively e.g. of specific legislation or regulations)	Current and detailed knowledge of International Financial Reporting Standards. Current and detailed knowledge and understanding of local government finance. Current knowledge of issues affecting local government finance.	
QUALIFICATION/ TRAINING (Education/vocational qualifications and other training) VERIFICATION WILL BE REQUIRED	CCAB qualification or part CCAB qualified and actively studying for full qualification Evidence of Continuing Professional Development (CPD)	
EXPERIENCE (Level and type of previous experience)	Local government finance experience. Experience of providing forward financial planning, budgeting, budgetary control, final accounts and customer advice. Experience of using and developing computerised spreadsheets at an advanced level.	Staff management experience. Experience of formulating accounting policies and procedures which are adopted by senior finance colleagues and other senior managers.

	Experience of working with computerised financial information systems.	
QUALITIES (Particular qualities necessary to carry out the works e.g. ability to work co-operatively in a team, use own initiative)	Able to quickly understand and assimilate complex issues. Ability to work collaboratively with colleagues across the organisation to ensure good outcomes in finance issues. Adaptable and receptive to new ideas and willing and able to adjust to new work demands and circumstances. Able to work efficiently and able to provide honest, clear and professional advice to all levels of the council and its partners. Able to give proportional, pragmatic and proactive advice to colleagues.	Able to encourage, motivate, develop and empower staff. Able to plan, prioritise, lead and develop the work of others.
SPECIAL CONDITIONS (e.g. willingness to work unsocial hours or wear a uniform)	None.	

