

JOB DESCRIPTION

POST: Finance Business Partner	POST NO: RF91B
SERVICE: Corporate Finance	
SCALE: G/H	
ANY SPECIAL CONDITIONS: None	
RESPONSIBLE TO: RF88 – Senior Finance Business Partner	
RESPONSIBLE FOR (POSTS): None	
<p>MAIN PURPOSE OF POST:</p> <p>Responsible for the provision of an accountancy and financial advice service and ensuring that the Council complies with all relevant accounting standards.</p> <p>Providing proactive and innovative financial advice and support to all levels of management on a range of finance functions, including budget setting, budget monitoring, budget planning and project support.</p> <p>Working with Finance colleagues, managers and staff to provide a flexible effective Finance service that supports and adds value to the organisational needs.</p> <p>To review and challenge current budgets to ensure a robust and clear streamlined budget model.</p> <p>Assisting the Chief Accountant and other Finance managers to carry out their responsibilities.</p> <p>Maintaining appropriate relationships with other service areas and external agencies to promote the interests of the Council and the Finance function.</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. Assist 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. Assist 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. 4. Devising systems and procedures to support effective budgetary control of the Council's revenue budget. 5. Provide 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. <p style="text-align: right;">Continued</p>	

SPECIFIC DUTIES OF POST (continued):

6. Responding to the changing requirements of customers while balancing these against the need for adherence to professional standards and guidelines.
7. Providing 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. Support, develop and coach 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 role in evaluating and creating business cases, including investment appraisal techniques.
11. Assisting in preparing Committee Reports for consideration by Members on matters dealt with by the Finance division.
12. Assist the Chief Accountant and Finance managers with any projects being undertaken by the Finance team.
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.
16. Work with other Council budget holders to improve communication, business protocol and business efficiency throughout the organisation and to share specialist knowledge as appropriate.
17. Demonstrate a positive approach and behaviours in promoting the Finance service and working with all Finance stakeholders.
18. Working with key stakeholders to maximise external funding to the Council.
19. Liaising as necessary with internal and external auditors.
20. Undertake such other duties as may be appropriate to the post.

AMENDMENT DATE:

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)	Knowledge of accounting practices including; budgetary control, financial management and financial planning.	A detailed knowledge and understanding of local authority finance. Knowledge of the CIPFA Code of Practice. Knowledge of the Prudential Code.
QUALIFICATION/ TRAINING (Education/vocational qualifications and other training) VERIFICATION WILL BE REQUIRED	AAT level 4 or part-qualified CCAB Evidence of Continuing Professional Development (CPD)	
EXPERIENCE (Level and type of previous experience)	Experience of using and developing computerised spreadsheets at an advanced level. Experience of working with computerised financial information systems.	Experience of coaching others.
QUALITIES (Particular qualities necessary to carry out the works e.g. ability to work co-operatively in a team, use own initiative)	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	

	<p>adjust to new work demands and circumstances.</p> <p>Able to work efficiently and able to provide honest, clear and professional advice to all levels of the council and its partners.</p> <p>Able to give proportional, pragmatic and proactive advice to colleagues.</p>	
<p>SPECIAL CONDITIONS (e.g. willingness to work unsocial hours or wear a uniform)</p>	<p>None.</p>	