



ROLE PROFILE

Role Title: Finance Business Partner

Service: Finance

Directorate: Finance and Corporate Resources

Accountable to: Principal Finance Business Partner

Grade: PO2

Car Category: Casual

Work Style: Flexible Office Based Worker

Purpose of role

- To be a member of nominated Directorate / Service management teams as a Finance consultant and to assist the Corporate Directors and Heads of Service to ensure good financial control and management, and to act as a facilitator for their management teams.
- To play a key role in the Finance team, sharing learning and promoting consistent practice across the organisation

Key Objectives

1.	To prepare revenue and capital budget estimates in liaison with budget managers and in accordance with the approved corporate timetable and guidelines.
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2.	To provide comprehensive monitoring reports on a regular basis that meets the financial requirements of budget managers. This includes the production of detailed, summary and exemption reports.
3.	To contribute to the compilation of the revenue and capital budgets including the financial appraisal of new schemes and ensuring a balanced programme.
4.	To assist budget managers in their role of monitoring expenditure and income and to draw attention to any significant variances and the need to take appropriate action.
5.	To prepare final accounts in accordance with the approved corporate timetable and guidelines.
6.	To contribute as required to the management, operation and control of the Council's Treasury Management functions in accordance with the Treasury Management Strategy and Policy, the CIPFA Code of Practice and corporate guidelines.
7.	To maintain and develop various financial database systems appropriate to the area of responsibility.
8.	To provide financial support for the regular review of fees, charges and rent levels.
9.	To provide general advice and support to officers on budgets, budgetary control and other finance matters as required.
10.	To prepare and complete a range of statutory government and other financial returns as required.
11.	To provide the financial data required for service planning purposes and in relation to value for money and other savings initiatives.
12.	To ensure that a full range of standard reconciliations are completed on a regular basis and in accordance with recognised procedures, to ensure the integrity of financial systems.
13.	To prepare reports for Committees, Member and Officer Working Groups, and the Management Team as required.



14.	To set up or authorise CHAPS payment transactions on the Bankline system.
15.	To ensure high quality and professional service provision to all budget holders and other clients who rely on the section.



Scope

The post holder works within the Finance team as a Finance Business Partner, and in doing so, provides specialist support and assistance to enable their nominated directorate and its services to deliver their objectives. They will have contact with senior managers, teams and services managers from across the organisation, answering queries in a professional manner. They will also have contact with external individuals and bodies.

Work Profile

1. Strategy

The post holder is a member of the Finance team and as such, will contribute to the delivery of the team's objectives which support the delivery of the wider Corporate Plan and Medium-Term Financial Plan, together with other financially related strategies such as the capital programme, commercial strategy and investment strategy. In addition, they will have a supporting role in the delivery of service-related strategies through the exercising of sound financial management, control and practice.

2. Performance

The post holder will be responsible for supporting the performance of the directorate and services that they are supporting through robust and consistent application of financial regulations and practices. They will also assist in upskilling and developing managers to be able to take a self-service approach to less complex financial/ budget matters. They will support the delivery of the Finance service plan, ensuring a high quality, high performing professional service which has a positive impact on finance-related performance indicators.

The post holder is also responsible for the successful delivery of their objectives that they have been allocated and to contribute to the overall performance of the wider team.

3. Service Quality

The post holder will have a lead role in maintaining service quality to internal customers, through the effective delivery of a high performing, specialist service that understands its clients' needs and acts accordingly.





4. Resource Management

The post holder has line management and budgetary responsibilities - see s5 below. Budgetary responsibilities comprise the budgets relating to the finance estimates for their functional area and any cross-cutting activities e.g., Interest Receivable.

The post holder will ensure the appropriate use of equipment and personal protective equipment provided to them in order to undertake their own role.

5. Supervision and Management

The post holder has line responsibilities for finance officers and trainee staff and is also responsible for acting up, on a rotational basis to perform the duties of their respective Principal Finance Business Partner.

6. Culture

The post holder will support the development of a positive organisational culture that is outward looking, evidence based and customer focused.

The post holder will promote equality of opportunity in the delivery of the duties of the role.

7. Communications

The post holder will have a lead role in communicating with their nominated directorate and services at all levels, in ensuring good standards of financial practice, sound judgement and decision-making and ensuring consistent application of standards.

8. Main Contacts Associated with Principal Duties

The main day to day contacts for the post holder will be their immediate team, directorate and service that they support (including senior managers), team managers and individual employees. They may also handle calls and written contact from other parties such as external organisations.

The postholder will be expected to act on their own initiative and be comfortable dealing with senior management of the Council and external stakeholders on a one to one or group basis.





9. Commitment

The Council's normal working week for the purposes of calculation of premium rates and enhancements is Monday to Friday 7 am to 7 pm. The Council operates a standard working week of 36 hours.

10. Risk Management

The post holder will identify any major corporate risks that they encounter during the execution of their role and report these to their line manager promptly. They will work with the directorate and service that they support to identify, manage and mitigate any risks pertaining to the finance aspects of service delivery.

11. Working conditions

The post is office-based but may involve frequent travel to other sites to undertake the duties of the post.

12. Equal Opportunities

The Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

13. Customer Focus

To meet the Council's Standards of Customer Care at all times.

14. Core Tasks

To undertake any other duties which may be required within the needs of the service that are commensurate with the grade.

15. Health & Safety

All employees have a responsibility for their own health & safety and that of others while undertaking their duties. Employees have a general duty to assist the Council in implementing its general statement on health & safety policy.





16. Legislation

To comply with Data Protection legislation and all other relevant and applicable statutory legislation together with Council policies and procedures

17. Training & Development

To comply with the Council's policies and practices relating to training and development, including a regular development appraisal.

18. I.T.

The post holder is expected to comply with the Council's policies and practices relating to use of I.T. and equipment.

19. Creativity

The post holder can contribute ideas relating to the tasks that they undertake, to their line manager for consideration.

20. Decisions and Consequences

The post holder will usually carry out tasks and duties using their own initiative and at their own discretion, harnessing their specialist knowledge of the subject areas they need to deal with and as informed by their experience of the client base. Little supervision is involved although regular liaison is required as part of the Finance team and a need to orchestrate overall outcomes to meet common ends e.g., Year-end accounts production & Annual Revenue Estimates production.

21. Work Context

The post holder works within the Finance team as a Finance Business Partner, and in doing so, provides specialist support and assistance to enable their nominated services to deliver their objectives. They will have contact with senior managers, teams and service managers from across the organisation, answering queries in a professional manner. They will also have contact with external individuals and bodies.

The above duties and responsibilities do not include or define all tasks, which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed.





22. Physical Demands

The post is subject to flexible working with a presumption of homeworking as being the norm, so no unusual physical demands have been identified.

23. Environmental Improvement

The Council is committed to improving the environment, including climate change, both within the council through its delivery of services and management of sites and in the borough through its influence. We expect all employees to understand and enact positive environmental change within their role.





PERSON SPECIFICATION

In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder's knowledge and skills should be specified

PERSON SPECIFICATION	Examples specific to role	Required		Method of Assessment Application (A) Interview (I), Testing (T), Reference (R)
		Essential	Desirable	
SKILLS AND KNOWLEDGE Technical knowledge and qualifications	CIPFA or other CCAB Accountancy qualification	X		A
	Evidence of Continuous Professional Development	X		A
	Experience of working in an accountancy environment	X		A, I
	Experience of providing financial advice and support to budget holders and other clients	X		A, I
	Experience of budget setting, budget monitoring and control, and the closure of final accounts	X		A, I
	Strong I.T. skills particularly with spreadsheets and general ledger systems	X		A, I
	Knowledge of local government finance and the ability to adapt and respond to developments	X		A, I



Planning and organising work	Excellent organisational skills	X		A, I
	Excellent administration skills with a high level of attention to detail	X		A, I
	Ability to work under pressure and meet frequently changing deadlines with conflicting priorities	X		A, I
	Ability to handle confidential information	X		A, I
Planning capacity and resources	A good understanding of resource planning and development	X		A, I
Influencing and interpersonal skills	Ability to effectively advise and communicate finance/ accountancy matters	X		A, I
	Ability to communicate effectively both orally and in writing	X		A, I
	Excellent interpersonal skills with the ability to negotiate, persuade and influence people at all levels.	X		A, I
	Ability to work as part of a team with a flexible approach	X		A, I
PROBLEM-SOLVING Using initiative to overcome problems	Enthusiastic and positive attitude	X		A, I
	Able to contribute constructive ideas to the team	X		A, I
Managing risk	Able to identify and report any risks encountered during the execution of the role	X		A, I
	Able to manage and mitigate risks where necessary	X		A, I



Managing change	Able to champion change with a resilient and positive attitude	X		A, I
ACCOUNTABILITY and RESPONSIBILITY Undertakes tasks without supervision	Able to work well with minimal supervision and from a different location to the main team base	X		A, I

COMPETENCIES REQUIRED – All post holders must be able to comply with the Council's Expected Behavioural Standards which include:

- Putting customers first;
- Being positive and adaptable;
- Taking responsibility and achieving results;
- Working together.
- We do what we say we will do when we say we will do it.

In addition, for those posts with management responsibilities the Expected Behavioural Standards will include:

- Service delivery and change management;
- Financial and resource management;
- Leading, motivating and developing.

Other information

- able to travel to meet service delivery requirements

Signed Line Manager	Signed Head of Service	
Print Line Manager	Print Head of Service	Date

