

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Finance Business Partner

Communities & Opportunities, Strategic Finance

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

This post is located in the Professional Finance Business Partner Teams supporting West Northamptonshire Council. The Finance Business Partner Teams are the business partner to the specific service area identified above and are responsible for:

- Strategic financial management
- Operational accountancy requirements
- Advice and support to budget managers
- Performance Management
- Driving of the efficiency agenda

The role of the Finance Business Partner is to lead and manage the provision of high quality financial support to Directors, Heads of Service and Service Managers. This is a high profile role and requires good management skills to ensure finance services provided are professional and customer focused.

Within the Finance Team the post-holder will be expected to be able to operate in any of the Finance Business Partner posts.

Accountable to:

This role is accountable to the Senior Finance Business Partner, responsible for the direct line management of three Finance Business Partners, and one Assistant Finance Business Partner. The role sits within Strategic Finance, part of the Finance Directorate in West Northamptonshire Council.

Responsibilities:

1. Support budget holders in financial planning and budget modelling for different scenarios.
2. Work with budget holders to ensure accurate and timely budget monitoring including risk appraisals.
3. Develop financial systems and processes to ensure robust governance whilst also bringing in new methods of working through the use of business and operational process improvements.
4. Ensure that services perform their duties and functions in fulfilment of their financial statutory obligations, keeping abreast of the Council's changing legal obligations, mandates and responsible for ensuring relevant compliance with the Council's Financial Procedure Rules and SORPs.
5. Advise budget managers on financial analysis on revenue, capital and cash issues and projects. Assist in the assessment of business options, including interpreting/analysing complex financial and non-financial information.
6. Support the production of the Medium Term Financial Plan (MTFP) and Capital Strategy.
7. Manage, motivate and develop staff within the team, providing support to ensure that priorities are identified, objectives achieved and to enhance the overall level of performance and morale.
8. Support the development of improved financial awareness of budget managers and staff through the development and delivery of management training.
9. Support and train budget holders in the use of the Council's e-Business suite including the Council's ERP Gold Agresso platform.

10. Support the closedown of the accounts schedule by reviewing processes and timescales to enable deadlines to be met.

11. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.

12. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours

13. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Ability to analyse and address complex issues including the need to deliver different support to different service elements.	E	A/I
Ability to apply innovative and creative thinking to complex service challenges	E	A/I/P
Enthusiastic, not easily deterred and able to convey enthusiasm to others	E	A/I
Demonstrate the ability to communicate, both written and oral, complex financial issues to non-financial managers, senior managers and external organisations	E	A/I/P
Well developed IT skills (spreadsheet, powerpoint, general ledger packages including reporting)	E	A/P
Ability to constructively challenge budget holders to take a corporate approach to finance issues	E	A/I
Ability to work with others to reach a common goal	E	A/I
Ability to provide professional leadership to colleagues	E	A/I
Ability to maintain high levels of performance under changing conditions, tasks, responsibilities, or people	E	A/I/P
Ability to plan and organise time and resources to ensure that deadlines and agreed targets are met with minimum supervision	E	A/I/P
Ability to constantly review and improve processes and information for budget managers and senior management to aid decision making	E	A/I/P
Experience of delivering training to small and large groups of people	D	A/I/P
This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.		A/T/I

Knowledge:	Essential / Desirable	Measured by
Understanding of how local government works, including the specific complexities of local government finance, and the major influences and challenges it faces	E	A/I/P
Have up to date knowledge of accounting policy such as IFRS, CIPFA codes of practice and Taxation	E	A/I/P
Demonstrated direct experience of working in partnership with private, public and voluntary sector	D	A/I/P

Relevant experience:	Essential / Desirable	Measured by
Proven experience in the areas of Financial Planning, Control and Reporting	E	A/I/P

Experience in the development of Financial Processes	E	A/I/P
Proven experience of communicating effectively with professional and technical finance staff and operational managers. Ability to negotiate and influence at a high level	E	A/I/P

Education, training and work qualifications:	Essential / Desirable	Measured by
A recognised professional accounting qualification	E	A
Be committed to and have evidence of ongoing professional development as required by the membership of their professional body	E	A
Appropriate Management Qualification	D	A/I

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Hours:	37	Primary work base:	Angel Square
Job family band:	PS	Worker type:	Flexible Part-flexible Fixed Field-based worker
Salary range:	£44,646 - £47,687	Budget responsibility:	nil
People management responsibility:	0		

Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

