

## Job Description

Job Title: Finance Business Partner / Accountant

POSCODE:

Grade: P2

### Overall purpose of the job

Reporting to a Senior Finance Business Partner or Group Accountant, the Finance Business Partners act as a key provider of financial expertise across a range of areas. The roles perform interchangeable functions of finance business partner or accountant, having an allocated portfolio of service or technical areas to provide professional financial advice, analysis and support to. The role promotes strong financial stewardship, ensures compliance with accounting standards and governance requirements, and supports the wider organisation in achieving value for money and financial sustainability.

The postholder contributes to the financial cycle end-to-end- — including budget development, monthly monitoring, financial reporting, and yearend accounts preparation. They work collaboratively with budget managers, providing constructive challenge and translating financial information into clear advice to support decision making. The role supports the development of efficiency, continuous improvement- and the council's overall system of financial governance, and may mentor junior team members around best practice in financial management.

### Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	<b>Main accountabilities</b>
1.	<p><b>Strategic Financial Management</b></p> <ul style="list-style-type: none"> <li>• Support service areas with medium-term financial planning by preparing forecasts, modelling options and assessing financial implications of service developments and policy changes.</li> <li>• Contribute to financial analysis and business case development to support sound, evidence-based decision making.</li> <li>• Advise budget holders on the financial impact of changes in legislation, funding arrangements or council-wide policy.</li> <li>• Promote strong financial governance, including the application of accounting concepts such as accruals, materiality and accurate classification of income and expenditure.</li> <li>• Provide financial insight using data analysis to support strategic conversations at service level.</li> </ul>
2.	<p><b>Operational Financial Management</b></p> <ul style="list-style-type: none"> <li>• Provide comprehensive financial support across the annual financial cycle, including budget setting, monitoring, forecasting and reporting.</li> <li>• Work with budget managers, schools and/or the wider finance service to ensure timely and accurate financial monitoring, including undertaking variance analysis, risk assessment and recommending corrective action where required.</li> <li>• Contribute to the preparation and presentation of management accounts.</li> <li>• Monitor compliance with financial regulations and schemes of delegation</li> <li>• Support processes relating to fixed asset accounting, grant claims, reconciliations and other statutory or regulatory financial requirements.</li> <li>• Maintain accurate financial records and documentation to support audit requirements and ensure transparency.</li> <li>• Support the continued improvement of financial reporting processes and tools, helping embed strong financial management practices within services.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide support and guidance on use of the council's ERP system, helping colleagues work confidently and accurately within the system. Challenge services to ensure compliance with financial regulations, essential spending controls and other requirements</li> <li>• Proactively manage delivery of financial accounts to statutory deadline for area of responsibility</li> </ul>
3.	<b>Technical Accountancy</b> <ul style="list-style-type: none"> <li>• Contribute to the preparation of statutory financial reporting, including supporting the production of the Statement of Accounts in line with the CIPFA Code of Practice.</li> <li>• Collect, analyse and prepare working papers and other documentation for external audit, ensuring the accuracy and completeness of audit evidence.</li> <li>• Support group accounting requirements for council-owned or part-owned companies and subsidiaries.</li> <li>• Keep up to date with regulatory changes and developments in financial accounting through continuing professional development and participation in practitioner networks.</li> </ul>
4.	<b>People Management</b> <ul style="list-style-type: none"> <li>• Provide day-to-day support, guidance and informal mentoring to colleagues, sharing knowledge, tools and good practice; may be required to directly line manage operational staff</li> <li>• Contribute to team planning and development, supporting delivery of team objectives.</li> <li>• Deputise for Senior Finance Business Partners as appropriate</li> </ul>
5.	<b>Stakeholder Management</b> <ul style="list-style-type: none"> <li>• Build and maintain constructive and challenging relationships with budget and operational managers</li> <li>• Communicate complex financial information clearly and appropriately for non-financial audiences.</li> <li>• Provide balanced challenge to budget holders to ensure robust financial management and a corporate approach to resolving financial issues.</li> <li>• Liaise with external auditors as required, supporting a positive and transparent audit process.</li> </ul>
6.	<b>Organisation Contribution</b> <ul style="list-style-type: none"> <li>• Promote continuous improvement in financial processes and practice, including identifying opportunities to enhance value for money.</li> <li>• Contribute to organisational initiatives requiring financial analysis or advice.</li> <li>• Support delivery of the council's strategic objectives by ensuring sound financial stewardship and effective use of resources.</li> </ul>
7.	Demonstrate an awareness and understanding of equality, diversity and inclusion.

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Professional Membership	CCAB or CIMA Qualified, or AAT / CCAB and CIMA part-qualified with experience, or otherwise qualified with extensive relevant experience	Essential

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

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
Accountancy	Knowledge of core accounting concepts, including application of regulations and procedures in financial reporting	Essential
	Understanding of robust financial stewardship, accounting standards and year-end processes	Essential
Budget and financial management	Understanding of budget management and value for money	Essential
Local Authorities	Understanding of local authority financial practices and public sector finance	Essential
Working with members	Understanding of, and sensitivity to working with members.	Desirable
	Organisational and political structures within the Local Authority environment.	Desirable
<b>Skills</b>		
Accountancy	Ability to interpret and implement accounting standards and rules	Essential
Budget and financial management	Ability to analyse complex financial and business issues and offer sound, reliable and professional advice	Essential
		Essential

Identify	Describe	Essential/ Desirable
Systems	<p>Strong spreadsheet and word-processing skills; experience using general ledger/ERP systems; ability to present financial data effectively</p> <p>Ability to innovate with IT to improve financial processes</p> <p>Ability to create/use macros in Excel</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>
Working together	<p>Ability to communicate effectively with a wide range of budget holders and stakeholders with differing levels of understanding of finance.</p> <p>Ability to constructively challenge budget holders, Heads of Service and Directors to take a corporate approach to finance issues.</p>	<p>Essential</p> <p>Essential</p>
Team working	<p>Ability to lead and constructively contribute to team working at all levels. Demonstrate the ability to work with others to reach a common goal</p>	<p>Essential</p>
Planning and organisation	<p>Initiative and ability to plan and organise time and resources to ensure that deadlines and agreed targets are met with the minimum of supervision</p> <p>Ability to innovate and develop good practices on own initiative, tackling objectives innovatively and with particular regard for shared objectives.</p>	<p>Essential</p> <p>Essential</p>
Respect	<p>Ability to deliver impartial and independent professional advice</p> <p>The personal qualities and skills that promote open and constructive relations with colleagues, reports and customer</p>	<p>Essential</p> <p>Essential</p>
Excellence	<p>Ability to maintain high levels of performance under changing conditions, tasks, responsibilities or people</p>	<p>Essential</p>

Identify	Describe	Essential/ Desirable
	Ability to provide challenge to financial managers under difficult situations	Essential
<b>Experience</b>	Give an idea of the type and level of experience required <b>do not</b> specify years of experience.	
Technical	Experience of financial practices and work, including preparation of budgets and/or final accounts  Experience of applying finance analysis to improve value for money.	Essential  Essential
Professionalism	Significant experience of working in a multi-disciplinary professional environment.	Essential
Change	Experience in managing change  Experience in option appraisal / financial selection techniques.	Essential Desirable
Audit	Experience of working with and responding to audit or inspection regimes	Desirable
Leadership	Staff management	Desirable
Local authorities	Experience of working in the public sector  Experience of local authority financial practices	Desirable Desirable

### Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

### Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid	Field	Remote	Mobile
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