



Job Description

Job Title: Senior Finance Business Partner
POSCODE: HAY00854

Grade: M

Overall Purpose of Role

The role of the Senior Finance Business Partner is to lead the provision of high quality financial support to Directors, Heads of Service and Service Managers across all service groupings.

Main Accountabilities

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1	As a member of the Strategic Finance Business Partner's management team, contribute to the overall strategic and operational management of the provision of Financial Services to the Service, Support or Operational Area.
2	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.
3	Ensure effective and ongoing implementation of the Trust's Performance Appraisal and Development Programme within the finance team.
4	Ensure that services perform their duties and functions in fulfilment of their financial statutory obligations, keeping abreast of the Councils changing legal obligations, mandates and responsible for ensuring relevant compliance with the Trust's Financial Procedure Rules.
5	To manage the provision of financial support on obtaining and securing financial resources including the assessment of business , including interpreting/analysing complex financial and non-financial information.
6	Support the development of improved financial awareness of budget managers and staff through the development and organisation of management training.
7	Deliver Customer Satisfaction levels to support the Finance Business Partner business plan and deliverables.
8	Support the closedown of the accounts schedule by reviewing processes and timescales to enable deadlines to be met.
9	To manage finance projects assigned by the Head of Finance.
10	Deputise for Head of Finance in their absence where appropriate.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*
We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
CCAB or CIMA Qualified		Essential
Management Qualification		Desirable

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

Identify	Details	Essential/Desirable
Knowledge:		
Professional Development	Be committed to and have evidence of ongoing professional development as required by the membership of their professional body.	Essential
Understanding of local government	Understanding of how local government works, including the specific complexities of local government finance, and the major influences and challenges it faces.	Essential
Understanding of Children's services	Understanding of how Children's services work and the different service areas and the challenges it faces.	Desirable
Skills:		
Communication Skills	Ability to communicate effectively with professional and technical finance staff and operational managers. Ability to negotiate and influence at a high level.	Essential
Financial Training	Evidence of developing and delivering financial training to service areas.	Desirable
Experience:		
Leadership	Proven staff leadership and management experience.	Essential
Finance	Experience in the areas of Financial Planning, Control and Reporting including the development of Financial processes.	Essential
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential

Disclosure level	
What DBS Level is required for this post?	
None	<input checked="" type="checkbox"/>
Standard	<input type="checkbox"/>
Enhanced Child Only	<input type="checkbox"/>
Enhanced Child/Adult Bar	<input type="checkbox"/>

Working Arrangements	
What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	
Fixed	<input type="checkbox"/>
Flexible	<input checked="" type="checkbox"/>
Field	<input type="checkbox"/>
Home	<input type="checkbox"/>