

## **JOB DESCRIPTION**

**Job Title:** Senior Finance Business Partner  
**Office:** Finance  
**Service:** Finance Team  
**Reports to:** Strategic Finance Business Partner  
**Grade:** P3

### **Job Purpose**

The post is located in the Finance Team which is the business partner to Cambridgeshire County Council directorates and is responsible for:-

- Strategic financial management
- Operational accountancy arrangements
- Advice and support to budget holders
- Driving of the efficiency agenda.

This post is a managerial post within the finance support function. The team provides professional finance support and central accountancy services to a large number of budget holders, trading units, heads of service and directors. The post will be responsible for both operational and strategic financial support to the Council. The post-holder will provide a customer focused service ensuring a balance between constructive challenge, support and expert advice, and to do this will have to have excellent communication and leadership skills.

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

### **Principal Accountabilities**

#### **1. Operational Finance Management (20%)**

- Provide services supporting the annual financial cycle for the organisation (budget setting, budgetary control monitoring, closing of the accounts).
- Oversee the preparation of statistical and financial returns to meet specified deadlines.
- Ensure the organisation maximises its income through application and management of grants.
- Develop systems and processes to streamline finance and improve the quality and consistency of reporting.
- Support the development of an integrated approach to performance monitoring.

- Develop and use accounting and management information systems within the corporate framework to improve efficiency.
- Provide a full range of business support services to trading units.
- Monitor compliance with financial regulations, procedures and processes.
- Oversee the update of financial policies and guidelines.

## **2. Strategic Finance Management (30%)**

- Identify long term service pressures and developments and build into a budget strategy and a wider business planning process.
- Support strategic developments to improve efficiency and value for money.
- Identify and model demographic and legislative trends and developments.
- Work closely with senior managers across the County Council to ensure joined-up financial strategies for both revenue and capital.

## **3. Management (15%)**

- Develop the service provided by the team to improve the finance support to budget holders.
- Develop a risk-based model to address financial risk.
- Directly manage assigned staff to provide operational and strategic finance services, and provide a specialist lead on specific areas of finance to the wider team.
- Manage assigned projects or areas of responsibility involving people from across the County Council.
- Line-manage assigned staff, providing regular supervision, appraisal, and personal development planning
- Contribute to the development of the finance support function through analysis of training and development needed to support service objectives
- Contribute to the development of Council directorates through assigned projects and areas of responsibility
- Support the development and improvement in service and performance both proactively and in response to needs.

#### **4. Assigned Projects (35%)**

- Contribute effectively to service developments within the Finance Team, the wider finance community and the County Council as a whole.
- Develop good working relationships across the service.
- Provide specialist financial advice

## **PERSON SPECIFICATION**

### **Education, Qualifications and Training**

- CCAB qualified, or AAT qualified / CCAB part-qualified plus significant senior-level experience of accounting work including support to service / budget managers
- Demonstrable commitment to personal and professional development
- Education to first degree level or equivalent desirable

### **Knowledge and Experience**

- Significant experience of working in a multi-disciplinary professional environment
- An understanding of how to manage a team
- Experience of working in the public sector desirable
- Experience of local authority financial practices desirable
- Experience of project assignments

### **Financial Skills**

- Significant experience of financial practices and work, including preparation of budgets, and final accounts
- Ability to analyse complex financial and business issues and offer sound, reliable and professional advice
- Ability to provide high level strategic financial advice to directors of a large and complex organisation.
- Experience in explaining and presenting complex inter-related financial issues in a way that the co-dependencies are fully understood.

### **IT Skills**

- Fully competent in desktop applications (spreadsheet and word processing).
- Experience of using sophisticated general ledger package
- Innovative approach to exploitation of IT to improve the quality and range of services offered to customers
- Creative approach to using IT to improve efficiency.

### **Communication**

- Ability to clearly present complex and inter-related financial issues and scenarios to directors, heads of service and budget holders.
- Analyse data into meaningful information to influence and assist in decision making.
- Provide constructive challenge alongside support and advice.
- Ability to present complex and sometimes difficult messages in appropriate language, style and detail.
- Demonstrate a corporate overview and context to financial issues.

### **Leadership**

- Planning and Organisation: Initiative and ability to plan and organise time and resources to ensure that deadlines and agreed targets are met
- Innovation: Ability to create innovative and practical solutions to improve service performance

- Professional Integrity: Ability to deliver impartial and independent professional advice
- Relations with others: Ability to work constructively with senior managers, service managers, colleagues, and service users in formal and informal contexts
- Flexibility: Ability to maintain high levels of performance under changing conditions, tasks, responsibilities or people
- Motivation: Ability to give clear direction and motivation to a team to achieve its objectives

**Special Requirements - none**