

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

## Assistant Finance Business Partner

Place, Finance and Corporate Services Business Partner Team,  
Strategic Finance Directorate

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:**

The role of the Assistant Finance Business Partner is to support the Council's budget setting and budget monitoring process. The post holder will provide professional finance advice and support to budget managers, service management teams and finance business partner teams. Within the Finance Team the post-holder will be expected to be able to operate in any of the Assistant Finance Business posts.

## **Accountable to:**

This post is accountable to the Senior Finance Business Partner responsible for strategic financial management; operational accountancy requirements; advice and support to budget managers; the medium term planning process; performance management and reporting; and driving of the efficiency agenda.

The role sits within the Professional Finance Business Partner team supporting Place, Corporate Services, Chief Executive Services, Regulatory Services and the Finance Directorate including Revenues and Benefits.

## **Responsibilities:**

1. Support budget holders in financial planning and budget modelling for different scenarios, advising on financial analysis for both revenue and capital income and expenditure and working with budget holders to ensure accurate and timely budget monitoring including risk appraisals.
2. Assist in the assessment of business case appraisals, including interpreting/analysing complex financial and non-financial information. Developing financial systems and processes to ensure robust governance and demonstrate best practice.
3. 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.
4. Deliver customer satisfaction levels to support the Finance Business Partner business plan and deliverables.
5. Support the closedown of the accounts schedule, reviewing processes and timescales to enable deadlines to be met.
6. Support the Council to deliver its strategies with an understanding and inputting into the analysis of changes to accounting and reporting requirements.
7. Support and train budget holders in the use of the Council's e-Business suite including the Council's ERP Gold Agresso platform.
8. 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.
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
10. 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
Able to analyse and address complex issues including the need to deliver different support to different service elements	E	A/I
Able to apply innovative and creative thinking to complex service challenges	E	A/I
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
Well-developed IT skills (spreadsheet, PowerPoint, general ledger packages including reporting)	E	A/I
Able to constructively challenge budget holders to take a corporate approach to finance issues	E	A/I
Able to work with others to reach a common goal	E	A/I
Able to maintain high levels of performance under changing conditions, tasks, responsibilities, or people	E	A/I
Able to plan and organise time and resources to ensure that deadlines and agreed targets are met	E	A/I
Able to constantly review and improve processes and information for budget managers and senior management to aid decision making	E	A/I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period	D	A/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

Relevant experience:	Essential / Desirable	Measured by
Proven experience in the areas of financial planning, control and reporting	E	A/I
Experience in the development of financial processes	E	A/I
Demonstrate direct experience of working in partnership with private, public and voluntary sector	D	A/I

Education, training and work qualifications:	Essential / Desirable	Measured by
Either AAT Qualified (or recognised professional accounting qualification) or committed to studying and qualifying	E	A/I/D
Membership of the Association of Accounting Technicians or have an AAT equivalent/higher qualification in Finance (e.g. part qualified CCAB or NVQ4 or above)	D	A/I/D

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:

<b>Hours:</b>	37	<b>Primary work base:</b>	One Angel Square, Northampton
<b>Job family band:</b>	Strategic Finance	<b>Worker type:</b>	Part-flexible
<b>Salary range:</b>	£38,234 - £40,778	<b>Budget responsibility:</b>	Not applicable – the role is supporting managers who have budget responsibilities
<b>People management responsibility:</b>	Not applicable		

### Working conditions & how we work:

This role has been identified as a part-flexible worker type being office based for a minimum two days a week.

## 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.

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

