North Northamptonshire Council

JOB DESCRIPTION

Directorate:	Finance
Job title:	Strategic Finance Business Partner
Location:	Kettering
Salary:	£74,772 - £79,583
Section:	Strategic Finance - Finance Business Partners
Reports to:	Director of Finance & Strategy
Responsible for:	Senior Finance Business Partners, Finance Business Partners and Accountants

JOB PURPOSE

This post is located in the Professional Finance Business Partner Team who 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 Strategic Finance Business Partner is to lead in providing high-quality financial support to Executive Directors, Directors and Service Managers and to take a lead in providing financial expertise and assurance to contribute to the strategic leadership of the Finance Division and to support the overall stewardship of the Council's finances.

This is a high-profile role and requires good management skills to ensure finance services provided are professional and customer focused.

The Strategic Finance Business Partner will be required to support the Directors of Finance in the effective management and control of the annual revenue budget, the Council's Medium Term Financial Strategy the capital programme and the overall control environment with focus on strong financial governance.

A Strategic Finance Business Partner is expected to lead and manage members of the Finance team that may include Senior Finance Business Partners, Finance Business Partners and Accountants in providing a high-quality responsive service and advice, to ensure the integrity of the Council's assurance and control arrangements are adequate and maintained.

The role will support the Directors of Finance in servicing the strategic financial needs of internal customers and to lead and develop the provision of their accountancy, budgeting and financial advice.

As a member of the Finance Management Team you will contribute to the overall strategic and operational management of the Finance Division, leading and motivating and developing the staff of the team to ensure its objectives are achieved and to enhance its overall level of performance and morale.

Provide high level advice on accounting, budgeting and financial management to Councillors, Service Directors and other managers.

To ensure adherence to and advise on the application of legislative, regularity and both national and international accounting standards. Provide input on other financial management requirements which will lead to the development of Finance towards a first-class service.

Develop effective relationships with appropriate national bodies and other local authorities, to inform and enhance the quality of the work of the post-holders team.

PRINCIPLE ACCOUNTABILITIES

1. As the lead officer for the Strategic Finance Business Partner's management team, lead on 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 Council'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 Council's Financial Procedure Rules and SORPs.

5. To manage the provision of financial support on obtaining and securing financial resources including the assessment of business options, including interpreting/analysing complex financial and non-financial information.

6. As a designated Strategic Finance Officer, design and deliver bespoke financial training packages to Councillors, Officers and budget managers as required. To lead the development of financial business processes both within Finance and Directorates and support the implementation of these improved processes.

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 Directors of Finance.

10. To lead the provision of financial direction, support, and analysis to all Service and Support Directorates. major partnership based projects, and other key capital related investment projects.

11. To contribute to the Financial Planning processes with strategic analysis, advice and recommendations to produce a Medium-Term Financial Plan for the directorate which delivers the objectives of the Authority and feeds into the overall Medium-Term Financial Plan.

12. To lead the provision of technical guidance, both internal and external to Finance and develop effective relationships with appropriate national bodies and other local authorities, to inform and enhance the quality of the work of the post-holders team

13. To support Councillors, Services and partners to improve their performance through the provision of strategic financial advice.

14. To facilitate the execution of the Council's Use of Resources and Value for Money strategies by providing financial support, analysis and interpretation.

15. To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the Service.

16. Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.

17. To carry out any other duties which fall within the broad spirit, scope and purpose of this job description.

DATA PROTECTION ACT / FREEDOM OF INFORMATION

Working with manual and computerised systems, the Postholder will need to be fully aware, at all times, of their responsibilities under the General Data Protection Regulation 2016 and the Data Protection Acts of 1998 and 2018 for the security, accuracy and relevance of personal data held on such systems, and to be conversant with the implications of the Freedom of Information Act. The Postholder will also be required to be fully aware of, and comply with, the Council's Data Quality procedures to ensure that all management information is accurate and fit for purpose.

PERSON SPECIFICATION

JOB TITLE: Strategic Finance Business Partner	Essential (E)	Desirable (D)
EDUCATION, QUALIFICATIONS AND TRAINING		
CCAB Qualified	E	
Be committed to and have evidence of ongoing professional development as required by the membership of their professional body	E	
Appropriate Management Qualification		D
KNOWLEDGE AND EXPERIENCE		
Knowledge/understanding of effective leadership/ management of a group of professional and administrative staff	E	
Proven experience in the areas of Financial Planning, Control and Reporting	E	
Experience in the development of Financial Processes	E	
Evidence of developing and delivering financial training to officers and members	E	
Proven experience of communicating effectively with professional and technical finance staff and operational managers. Ability to negotiate and influence at a high level	E	
Proven experience of successfully developing and achieving agreed objectives in a service function/organisation	E	
Strong knowledge of how local government works, including the specific complexities of local government finance, and the major influences and challenges it faces	E	
Have up to date knowledge of accounting policy such as IFRS, CIPFA codes of practice and Taxation and be able to interpret and apply as required.	E	
Experience of working at a professional level within a local government organisation		D
Demonstrate direct experience of working in partnership with private, public and voluntary organisations		D
ABILITY AND SKILLS		
Experience of leading, inspiring and motivating a range of employees and generating a positive working environment	E	
Experience of analysing and addressing complex issues including the need to deliver different support to different service elements.	E	
Ability to apply innovative and creative thinking to complex service challenges	E	

JOB TITLE: Strategic Finance Business Partner	Essential (E)	Desirable (D)
Committed to corporate and collegiate working across the services of North Northants	E	
Enthusiastic, not easily deterred and able to convey enthusiasm to others	E	
Demonstrate the ability to communicate, both written and oral, complex financial issues to non-financial managers, senior managers and external organisations.	E	
Well developed IT skills (spreadsheet, powerpoint, general ledger packages including reporting)	E	
Ability to constructively challenge budget holders to take a corporate approach to finance issues	E	
Ability to work with others to reach a common goal	E	
Ability to provide professional leadership to colleagues	E	
Ability to maintain high levels of performance under changing conditions, tasks, responsibilities or people	E	
Ability to plan and organise time and resources to ensure that deadlines and agreed targets are met with minimum supervision	E	
Ability to constantly review and improve processes and information for budget managers and senior management to aid decision making	E	
Evidence of significant participation in implementing successful change, particularly in responding to the demands of an organisation that is going through a process of transformation and modernisation	E	
Experience of delivering training to small and large groups of people		D
Ability of writing and presenting Committee reports	E	
Experience of delivering training to small and large groups of people		D
SPECIAL REQUIREMENTS		
Ability to travel to all areas of the County		D