



# North Northamptonshire Council

## Job Description

Job title:	Senior Finance Business Partner (Strategy - Communities and Public Health)
Location:	Remote/Kettering
Grade:	Spot
Salary:	£46,927 to £52,685
Section:	Strategic Finance
Reports to:	Strategic Finance Business Partner
Responsible for:	Finance Business Partners and Accountants

### Purpose of the job (why the job exists)

This post is located in the Professional Finance Business Partner Teams who are the business partners 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 Senior Finance Business Partner is to provide high quality financial support to Executive Directors, Assistant Directors and Service Managers. This is a high-profile role and requires good management skills to ensure finance services provided are professional and customer focused.

The Senior Finance Business Partner will be required to support the Strategic Finance Business Partners 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 Senior Finance Business Partner is expected to lead and manage members of the Finance team that may include 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 Strategic Business Finance Partners in servicing the operational and financial needs of internal customers and to support and develop the provision of their accountancy, budgeting, and financial advice.

As a member of the Strategic Finance Business Partner Team, you will contribute to the overall strategic and operational management of the Business Partnering Team 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.

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

### **Principal responsibilities**

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

11. Deputise for Strategic Finance Business Partners in their absence where appropriate.

### **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

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**

<b>JOB TITLE: Senior Finance Business Partner</b>	<b>Essential (E)</b>	<b>Desirable (D)</b>
<b>EDUCATION, QUALIFICATIONS AND TRAINING</b>		
CCAB Qualified (or recognised professional accounting qualification or qualified by experience)	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
<b>KNOWLEDGE AND EXPERIENCE</b>		
Proven staff leadership and management experience	E	

<b>JOB TITLE: Senior Finance Business Partner</b>	<b>Essential (E)</b>	<b>Desirable (D)</b>
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	
Understanding 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
Able to lead, inspire and motivate a range of employees and generate a positive working environment	E	
Ability to analyse and address complex issues including the need to deliver different support to different service elements.	E	
<b>ABILITY AND SKILLS</b>		
Ability to apply innovative and creative thinking to complex service challenges	E	
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	
Experience of delivering training to small and large groups of people		D
<b>SPECIAL REQUIREMENTS</b>		
Ability to travel to all areas of the County		D