

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

## Job Description and Person Specification

# Finance Business Partner

## Strategic Finance, Resources 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:**

This post is in the Professional Finance Business Partner Teams supporting West Northamptonshire Council. The Professional Finance Business Partner Teams are the technical business partners 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 Finance Business Partner is to lead and manage the provision of high quality financial support to Directors, Heads of Service and Service Managers. This is a high profile role and requires good management skills to ensure finance services provided are professional and customer focused.

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

## **Accountable to:**

Reports to: Senior Finance Business Partner

## **Responsibilities:**

1. Support budget holders in financial planning and modelling for different scenarios.
2. Work with budget holders to ensure accurate and timely budget monitoring including risk appraisals.
3. Develop financial systems and processes to ensure robust governance whilst also bringing in new methods of working through the use of business and operational process improvements.
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. Advise budget managers on financial analysis on revenue, capital and cash issues and projects. Assist in the assessment of business options, including interpreting/analysing complex financial and non-financial information.
6. Support the production of the Medium Term Financial Plan and financial strategies.
7. 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.
8. Support the development of improved financial awareness of budget managers and staff through the development and delivery of management training.

9. Support and train budget holders in the use of the Council's e-Business suite including the Council's ERP Gold Agresso platform.
10. Deliver Customer Satisfaction levels to support the Finance Business Partner business plan and deliverables.
11. Support the closedown of the accounts schedule including by delivering work streams, preparing working papers, dealing with audit queries and reviewing processes and timescales to enable deadlines to be met.
12. Support the Council to deliver its strategies with an understanding and inputting into the analysis of changes to accounting and reporting requirements.
13. 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.
14. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
15. 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
Ability to analyse and address complex issues including the need to deliver different support to different service elements.	Essential	A, T, I,
Ability to apply innovative and creative thinking to complex service challenges	Essential	A, I
Enthusiastic, not easily deterred and able to convey enthusiasm to others	Essential	A, I
Demonstrate the ability to communicate, both written and oral, complex financial issues to non-financial managers, senior managers and external organisations	Essential	A, I, P
Well-developed IT skills (spreadsheet, PowerPoint, general ledger packages including reporting)	Essential	A, I, T
Ability to constructively challenge budget holders to take a corporate approach to finance issues	Essential	A, I
Ability to work with others to reach a common goal	Essential	A, I
Ability to provide professional leadership to colleagues	Essential	A, I, P
Ability to maintain high levels of performance under changing conditions, tasks, responsibilities or people	Essential	A, I
Ability to plan and organise time and resources to ensure that deadlines and agreed targets are met with minimum supervision	Essential	A, I,
Ability to constantly review and improve processes and information for budget managers and senior management to aid decision making	Essential	A, I, P
Experience of delivering training to small and large groups of people	Desirable	A, I, P

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	Essential	A, I, P
Have up to date knowledge of accounting policy such as IFRS, CIPFA codes of practice and Taxation	Essential	A, I, P
Demonstrate direct experience of working in partnership with private, public and voluntary organisations	Desirable	A, I, P

<b>Relevant experience:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Proven experience in the areas of Financial Planning, Control and Reporting	Essential	A, I, P
Experience in the development of Financial Processes	Essential	A, I, P
Proven experience of communicating effectively with professional and technical finance staff and operational managers. Ability to negotiate and influence at a high level	Essential	A, I, P

<b>Education, training and work qualifications:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
A recognised professional accounting qualification	Essential	D
Be committed to and have evidence of ongoing professional development as required by the membership of their professional body	Essential	D
Appropriate Management Qualification	Desirable	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.

#### **Additional pre-employment checks specific to this role include**

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.

## Day-to-day in the role:

<b>Hours:</b>	37	<b>Primary work base:</b>	One Angel Square
<b>Job family band:</b>	Professional Support 9	<b>Worker type:</b>	Part-flexible
<b>Salary range:</b>	<b>£49,587 - £52,860</b>	<b>Budget responsibility:</b>	N/A
<b>People management responsibility:</b>	N/A		

### Working conditions & how we work:

Ability to travel to all areas of the County

## 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.

