

Job description

Details of the job

Post title:	Strategic Finance Business Partner
Salary grade:	P5
Hours:	37
Location:	New Shire Hall
Reports to:	Head of Finance
Service area:	Finance

Overall purpose of the post

1. To support the Chief Finance Officer in servicing the strategic financial needs of internal customers and to lead and develop the provision of their accountancy, budgeting and financial advice.

Corporate responsibilities

Customer & Partners

Responsible for:-

1. Engaging with and building positive relations with customers to ensure that their requirements are at the heart of the design and delivery of services in accordance with the Council's customer strategy.
2. Delivery of the one County Council brand, enhancing the overall reputation of the service.
3. Ensuring that the service delivers long-term positive outcomes locally for people and communities. Build and promote successful partnership working across all sectors and with service users to deliver more cost effective and valued services. Commission effective and efficient services which meet the goals and objectives of the service.

4. Ensuring that the needs of service users are met by demonstrating behaviour which fosters equality of opportunity in service provision and employment.

Managing Services

Responsible for:-

5. Ensuring that the service performs its duties and functions in fulfilment of its statutory obligations. In pursuit of this responsibility, managers need to ensure that they, and their relevant staff, keep abreast of the Council's changing legal obligations and mandates. Responsible for ensuring relevant compliance with the financial regulations and standing orders of the Council.
6. The management of those services and functions that are set within the direction of this post. Demonstrate cross-organisational team working, and across boundaries with other agencies and partners, to improve services and solve problems in a coherent and integrated manner.
7. Ensuring that relevant and best professional advice, guidance and information is available in an intelligible and timely fashion to the Council's leadership. As well as to other stakeholders.
8. Sustaining and improving the overall reputation of the Council and acting in the best interests of Cambridgeshire through effective representations locally, regionally and/or nationally.

Managing People

Responsible for:-

9. Demonstrating the Council's managerial leadership competencies – providing purposive and positive leadership, acting with openness, honesty and integrity, and instilling a clear sense of direction, priority and pace. Managing people in an inclusive way to deliver strategic and operational objectives.
10. Ensuring that effective arrangements are in place to secure the overall well-being and the health & safety of all employees and people delivering services for the Council.

Performance, Finance and Risk

Responsible for:-

11. Managing a performance culture that delivers results through rigorous challenge, disciplined execution and continual improvement. Managing the improvement of corporate and service performance by ensuring that resources are targeted on business priorities and meeting customer needs.
12. Improving the overall management of resources (financial, human and other) in serving the public of Cambridgeshire. Discovering new ways to reduce the cost of services to taxpayers and their overall productivity and value for money to service users through a range of approaches, including: the strategic re-design of services and their costs; the use of business and operational process improvements; the smarter use of supply (through out-sourcing, co-sourcing and in-sourcing where

appropriate); the better use of demand management; and improved asset management.

13. Ensuring that effective risk management arrangements are in place to minimise the Council's exposure to risk and uncertainty. Responsible for resilient business continuity arrangements and robust response and recovery arrangements in the event of emergencies and critical incidents locally – in accordance with the requirements of the Council's Emergency and Business Continuity Plans.

Principal Responsibilities

14. To lead the provision of technical guidance, both internal to 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.
15. To lead the provision of financial direction, support, and analysis to all Service Directorates. Major partnership based projects, and other key capital related investment projects.
16. To support Councillors, Services and partners to improve their performance through the provision of strategic financial advice.
17. To contribute to the Financial Planning processes with strategic analysis, advice and recommendations to produce a Medium Term Financial Plan which delivers the objectives of the Authority.
18. 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.
19. To facilitate the execution of the Council's Use of Resources and Value for Money strategies by providing financial support, analysis and interpretation.
20. To lead, motivate and develop the staff of the team to ensure its objectives are achieved and to enhance its overall level of performance and morale.
21. 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 world class service.
22. To contribute to strategic and operational management of the Finance Division overall.
23. 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.
24. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
25. 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

Post Title:	Strategic Finance Business Partner
Grade	P5
Service Area:	Finance

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	Qualified CCAB Accountant	<p>Appropriate Management Qualification or evidence of sustained formal training in management</p> <p>Demonstrate evidence of continual updating of professional and management skills</p>
Experience and Knowledge	<p>Knowledge/understanding of effective leadership/management of a group of professional and administrative staff</p> <p>Proven experience of communicating effectively with professional and technical finance staff and operational managers</p> <p>Proven experience of successfully developing and achieving agreed objectives in a service function/organisation</p> <p>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</p> <p>Understanding of how local government works, including the specific complexities of local government finance, and the major influences and challenges it faces</p> <p>Proven experience in the areas of financial planning, control and</p>	<p>Experience of working at a professional level within a local government organisation</p> <p>Demonstrate direct experience of working in partnership with private, public and voluntary organisations</p> <p>Demonstration of success in managing human and financial resources</p> <p>Recent direct experience of Accounting within the service area</p>

<p>Ability and Skills</p>	<p>reporting</p> <p>Ability to analyse and address complex issues including the need to deliver different support to different service elements</p> <p>Ability to participate in the development of innovative policies and practices</p> <p>Ability to apply creative and innovative thinking to complex services challenges</p> <p>Ability to prepare and monitor budgets in a large and complex organisation</p> <p>Able to achieve improvements and outcomes through working with and influencing key internal and external partners</p> <p>Well developed interpersonal and leadership skills. Including; influencing and persuading, offering an alternative perspective, and being willing to express it, understanding all financial actions in light of the needs of the County Council</p> <p>Committed to corporate and collegiate working across the series of the County Council</p> <p>Enthusiastic, not easily deterred and able to convey enthusiasm to others</p> <p>Able to work under pressure, delegate appropriately and have the ability to identify and manage demanding situations, individually and collectively</p> <p>Able to work on own initiative and with an understanding of, and commitment to, the principles of empowerment</p>	<p>Experience in working with Councillors and attendance on cross member/officer working parties or panels</p> <p>Experience of working with external parties and negotiating improvements/changes to working practices</p>
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	<p>Able to inspire and motivate a range of employees and generate a positive working environment</p> <p>Demonstrate the ability to communicate, both written and oral, complex financial issues to members, non financial managers, senior officers and external organisations</p> <p>Experience of managing/monitoring/developing performance indicators</p>	
Equal Opportunities	<p>Commitment to and experience of promoting equality of opportunity in service delivery, employment or in the community with an understanding of the issues underpinning these values</p>	
Health & Safety	<p>Understanding of and commitment to effectively implementing and promoting Health & Safety within the team</p>	

Under the Local Government and Housing Act 1989 this post is classified as a politically restricted or sensitive post. Holders of such posts are disqualified from seeking election to or being a member of the House of Commons, or a local authority, other than a parish council.