

Job Description and Person Specification



SENIOR FINANCE BUSINESS PARTNER

Salary:	£50,512- £53,701
Job Family:	Professional support
Working hours:	37
Work base:	Kettering, Northants
Responsible to:	Strategic Finance Business Partner

We are delighted that you are considering joining our team at North Northamptonshire Council. By recognising that our employees are our greatest asset, we invest in, value and develop them to progress our ambition to be an employer of choice. Our corporate values and behaviours also encourage customer focus, efficiency and support our employees to achieve.

Main Purpose

This post is in the Professional Accountancy Team which are responsible for:

- Closure of Accounts and the Production of the Statement of Accounts
- Treasury Management
- Capital Programme
- Collection Fund
- Strategic financial management
- Operational accountancy requirements
- Advice and support to budget managers
- Performance Management
- Driving of the efficiency agenda

The Senior Finance Business Partner will support the Strategic Finance Business Partner in relation to the Accountancy function which includes the closedown of the Council's accounts and the production of the Statement of Accounts and the overall financial governance ensuring controls are in place and are being effectively maintained.

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 Partner in the effective management in ensuring financial controls and governance are held in high regard across the organization, with a particular emphasis on the Collection Fund.

The Senior Finance Business Partner is expected to 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 Finance Business Partner 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 being 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-holder's team.

Role Responsibilities

- As a member of the Strategic Finance Business Partners management team, contribute to the overall strategic and operational management of the provision of Financial Services to the Service, this will include the closure of the accounts and the production of the Statement of Accounts.
- 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.
- Ensure effective and ongoing implementation of the Council's Performance Appraisal and Development Programme within the finance team.
- 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 Financial Code.
- 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.
- Support the Strategic Finance Business Partner in designing and delivering bespoke financial training packages to Officers on the close down process.
- Deliver Customer Satisfaction levels to support the Accountancy business plan and deliverables.
- Support the closedown of the accounts schedule by reviewing processes and timescales to enable deadlines to be met.

- To manage finance projects assigned by the Strategic Finance Business Partner.
- To support the provision of financial direction and analysis to all Service and Support Directorates.
- Deputise for the Strategic Finance Business Partner in their absence where appropriate.
- Ensuring all financial controls are undertaken in a timely manner and supporting the Strategic Finance Business Partner on Balance Sheet Monitoring and reporting.
- Support the Strategic Finance Business Partner on the timely and accurate production of reporting of financial performance and ensuring effective controls of the overall budget.
- Support the Strategic Finance Business Partner on relevant compliance with the financial regulations and standing orders of the council
- Support the Strategic Finance Business Partner in ensuring that the council has effective arrangements for internal financial controls and appropriate levels of financial governance.

General responsibilities applicable to all jobs

- Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
- 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).
- 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

Technical knowledge and experience

- CCAB Qualified
- Be committed to and have evidence of ongoing professional development as required by the membership of their professional body
- Appropriate Management Qualification
- Knowledge and experience of the preparation of the annual accounts closedown process, including the production of the Statement of Accounts.
- Proven staff leadership and management experience
- Proven experience in the areas of Financial Planning, Control and Reporting
- Experience in the development of Financial Processes
- Evidence of developing and delivering financial training to officers and members
- Proven experience of communicating effectively with professional and technical finance staff and operational managers. Ability to negotiate and influence at a high level

- Understanding of how local government works, including the specific complexities of local government finance, and the major influences and challenges it faces
- 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.
- Experience of working at a professional level within a local government organisation
- Demonstrate direct experience of working in partnership with private, public, and voluntary organisations

Skills and Abilities

- Able to lead, inspire and motivate a range of employees and generate a positive working environment
- Ability to analyse and address complex issues including the need to deliver different support to different service elements.
- Ability to apply innovative and creative thinking to complex service challenges
- Committed to corporate and collegiate working across the services of North Northants
- Enthusiastic, not easily deterred and able to convey enthusiasm to others
- Demonstrate the ability to communicate, both written and oral, complex financial issues to non-financial managers, senior managers and external organisations
- Well-developed IT skills (spreadsheet, PowerPoint, general ledger packages including reporting)
- Good technical finance accounting skills and have the ability to communicate these to non-technical audiences
- Ability to work with others to reach a common goal
- Ability to provide professional leadership to colleagues
- Ability to maintain high levels of performance under changing conditions, tasks, responsibilities, or people
- Ability to plan and organise time and resources to ensure that deadlines and agreed targets are met with minimum supervision
- Ability to constantly review and improve processes and information for budget managers and senior management to aid decision making
- Experience of delivering training to small and large groups of people

Our Values and Behaviours

Our values define who we are and how we operate, by forming the foundation for how we interact with our customers, colleagues and provide our services. They are also at the forefront of our decision making and delivery and include:



Our Key Commitments

Our key commitments help ensure that the priorities we make, now and in the future, maintain the necessary breadth of focus in those areas that we believe matter most.

Our key commitments are:

- **Active, fulfilled lives:** We will help people live healthier, more active, independent and fulfilled lives.
- **Better, brighter futures:** We will care for our young people, providing them with a high-quality education and opportunities to help them flourish.
- **Safe and thriving places:** We will enable a thriving and successful economy that shapes great places to live, learn, work and visit.
- **Green, sustainable environment:** We will take a lead on improving the green environment, making the area more sustainable for generations to come.
- **Connected communities:** We will ensure our communities are connected with one another, so they are able to shape their lives and the areas where they live.
- **Modern public services:** We will provide efficient, effective and affordable services that make a real difference to all our local communities.

Why choose us?

We offer a fantastic working environment including diverse and active staff networks, great flexible working opportunities and well as many other benefits, you will:

- Receive a generous annual leave allowance.
- Have access to our Employee Assistance Programme which offers a confidential service for employees and their families 24 hours a day / 7 days a week. The programme provides expert advice and counselling in areas such as finances, family and personal problems, work issues, health related problems, childcare and consumer rights.
- Join the Local Government Pension Scheme (LGPS), which is a tax approved occupational pension scheme with a generous employer contribution rate, immediate life cover and ill-health protection. Benefits are based on the length of your membership and final salary.

We are proud to be a recognised Disability Confident Employer and is committed to providing an inclusive recruitment process and will offer an interview to disabled applicants who meet the essential criteria for the role.

