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## **JOB DESCRIPTION**

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<b>Directorate:</b>	<b>Finance</b>
<b>Job title:</b>	<b>Finance Business Partner</b>
<b>Location:</b>	<b>One Angel Square, Northampton</b>
<b>Grade:</b>	<b>Spot</b>
<b>Salary:</b>	<b>£42,271 to £46,174</b>
<b>Service:</b>	<b>Strategic Finance</b>
<b>Section:</b>	<b>Finance Business Partners supporting</b> <ul style="list-style-type: none"><li>▪ <b>Corporate Services Directorate</b></li><li>▪ <b>Place and Economy Directorate</b></li></ul>
<b>Reports to:</b>	<b>Senior Finance Business Partner</b>

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## **JOB PURPOSE**

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This post is located in the Strategic Finance Business Partner Team supporting West Northamptonshire Council. The Finance Business Partner Team are the business partner to the specific service areas identified above and are responsible for:

- Strategic financial management
- Operational accountancy requirements
- Medium Term Planning Process
- Advice and support to budget managers
- Performance Management and Reporting
- Driving of the transformation agenda

The role of the Finance Business Partner is to provide 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.

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## **PRINCIPLE ACCOUNTABILITIES**

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1. Support budget holders in financial planning and budget 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 Council's 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 for 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 (MTFP) and Capital Strategy.
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 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 by 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.

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## **DATA PROTECTION ACT / FREEDOM OF INFORMATION**

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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

<b>JOB TITLE:</b>	<b>FINANCE BUSINESS PARTNER</b>		
<b>EDUCATION, QUALIFICATIONS AND TRAINING</b>	Essential (E)	Desirable (D)	
<ul style="list-style-type: none"> <li>A recognised professional accounting qualification</li> </ul>	E		
<ul style="list-style-type: none"> <li>Be committed to and have evidence of ongoing professional development as required by the membership of their professional body</li> </ul>	E		
<ul style="list-style-type: none"> <li>Appropriate Management Qualification</li> </ul>		D	
<b>KNOWLEDGE AND EXPERIENCE</b>	Essential	Desirable	
<ul style="list-style-type: none"> <li>Proven experience in the areas of Financial Planning, Control and Reporting</li> </ul>	E		
<ul style="list-style-type: none"> <li>Experience in the development of Financial Processes</li> </ul>	E		
<ul style="list-style-type: none"> <li>Proven experience of communicating effectively with professional and technical finance staff and operational managers. Ability to negotiate and influence at a high level</li> </ul>	E		
<ul style="list-style-type: none"> <li>Understanding of how local government works, including the specific complexities of local government finance, and the major influences and challenges it faces</li> </ul>	E		
<ul style="list-style-type: none"> <li>Have up to date knowledge of accounting policy such as IFRS, CIPFA codes of practice and Taxation</li> </ul>	E		
<ul style="list-style-type: none"> <li>Demonstrated direct experience of working in partnership with private, public and voluntary sector</li> </ul>		D	
<b>ABILITY AND SKILLS</b>	Essential	Desirable	
<ul style="list-style-type: none"> <li>Ability to analyse and address complex issues including the need to deliver different support to different service elements.</li> </ul>	E		
<ul style="list-style-type: none"> <li>Ability to apply innovative and creative thinking to complex service challenges</li> </ul>	E		
<ul style="list-style-type: none"> <li>Enthusiastic, not easily deterred and able to convey enthusiasm to others</li> </ul>	E		
<ul style="list-style-type: none"> <li>Demonstrate the ability to communicate, both written and oral, complex financial issues to non-financial managers, senior managers and external organisations</li> </ul>	E		
<ul style="list-style-type: none"> <li>Well developed IT skills (spreadsheet, powerpoint, general ledger packages including reporting)</li> </ul>	E		
<ul style="list-style-type: none"> <li>Ability to constructively challenge budget holders to take a corporate approach to finance issues</li> </ul>	E		
<ul style="list-style-type: none"> <li>Ability to work with others to reach a common goal</li> </ul>	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