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## **JOB DESCRIPTION**

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<b>Directorate:</b>	<b>Finance</b>
<b>Job title:</b>	<b>Senior Finance Business Partner</b>
<b>Location:</b>	<b>One Angel Square, Northampton</b>
<b>Grade:</b>	<b>Spot</b>
<b>Salary:</b>	<b>£47,151 - £52,938</b>
<b>Section:</b>	<b>Strategic Finance - Finance Business Partners</b>
<b>Reports to:</b>	<b>Strategic Finance Business Partner – Place and Corporate Services</b>
<b>Responsible for:</b>	<b>Finance Business Partners &amp; Assistant Finance Business Partners</b>

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## **JOB PURPOSE**

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This post is located in the Professional Finance Business Partner Teams supporting West Northants Council. The Finance Business Partner Teams are the business partner 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 lead 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.

A senior Finance Business Partner is expected to lead and manage members of the Finance team that may include Finance Business Partners and Assistant Accountants

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

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## **PRINCIPLE ACCOUNTABILITIES**

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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 (PADP) 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. Deputise for Strategic Finance Business Partners in their absence where appropriate.

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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>SENIOR FINANCE BUSINESS PARTNER</b>		
<b>EDUCATION, QUALIFICATIONS AND TRAINING</b>	Essential (E)	Desirable (D)	
<ul style="list-style-type: none"> <li>CCAB Qualified (or recognised professional 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 staff leadership and management experience</li> </ul>	E		
<ul style="list-style-type: none"> <li>Proven experience in the areas of Financial Planning, Control and Reporting</li> </ul>		D	
<ul style="list-style-type: none"> <li>Experience in the development of Financial Processes</li> </ul>		D	
<ul style="list-style-type: none"> <li>Evidence of developing and delivering financial training to officers and members</li> </ul>		D	
<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 and be able to interpret and apply as required.</li> </ul>		D	
<ul style="list-style-type: none"> <li>Experience of working at a professional level within a local government organisation</li> </ul>	E		
<ul style="list-style-type: none"> <li>Demonstrate direct experience of working in partnership with private, public and voluntary organisations</li> </ul>		D	
<b>ABILITY AND SKILLS</b>	Essential	Desirable	
<ul style="list-style-type: none"> <li>Able to lead, inspire and motivate a range of employees and generate a positive working environment</li> </ul>	E		
<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		

• Committed to corporate and collegiate working across the services of West 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