

# Job Description

Job Title: Senior Finance Business Partner

POSCODE: CCC1217

Grade: P4

## Overall purpose of the job

Reporting to a Strategic Finance Business Partner, the Senior Finance Business Partners act as a management role within the Finance Service, performing interchangeable senior functions of business partner or accountant. The postholder will lead financial input for a portfolio of service areas (e.g., service directorates) and/or technical functions (e.g., financial accounting, schools finance). They will manage a small team, either directly or through matrix management, to fulfil these responsibilities. The role is a key interface between the finance function and senior leaders of the council, providing business partner and technical accounting to enable and challenge Service Directors and other senior leaders in delivering their financial responsibilities. The postholder fosters senior level constructive challenge, drives innovation and creativity, provides savings and commercial advice, delivers technical accountancy functions and prioritises resources based on risk to manage their responsibilities

## Main accountabilities

Main accountabilities	
1.	<p><b>Strategic Financial Management</b></p> <ul style="list-style-type: none"> <li>Lead on strategic financial support for portfolio of service areas at Service Director level and/or technical functions, including medium-term budget projections, legislative changes, savings identification and technical accounting considerations</li> <li>Deliver budgets and business cases, working with services to ensure value for money and sustainability for the council</li> <li>Drive the use of financial and other data as part of an evidence base for explaining and influencing the financial position, medium-term planning and business case development</li> <li>Work as part of service management teams, providing positive challenge and professional advice</li> <li>Liaise with senior management and partners to identify, plan and deliver the financial information and support needed to facilitate delivery of the council's strategic objectives and financial responsibilities.</li> <li>Represent the finance service in organisation-wide workstreams, drawing on technical expertise and professional judgement to inform and shape.</li> <li>Develop business cases for service change or investment, including complex financial modelling</li> </ul>
2.	<p><b>Operational Financial Management</b></p> <ul style="list-style-type: none"> <li>Lead on financial support for service directorate areas allocated, providing a comprehensive business partnering for the whole financial cycle (including budget setting, monthly financial reporting and closing of accounts), ensuring service director and all budget managers are business partnered.</li> <li>Lead on the preparation of statutory returns to government, sense-checking and challenging information to be submitted</li> <li>Contribute to the development and delivery of strategic, departmental and function plans</li> <li>Lead on the identification of process improvements to streamline work and improve deliverables</li> <li>Support and drive the embedding of financial reporting accountability within services and empower directors as budget reviewers</li> </ul>

	<ul style="list-style-type: none"> <li>Commission, develop and maintain wider management information to supplement financial information, providing further insight and enabling improved challenge/advice to senior managers.</li> <li>Challenge services to ensure compliance with financial regulations, essential spending controls and other requirements</li> <li>Proactively manage delivery of financial accounts to statutory deadline for area of responsibility</li> </ul>
3.	<p><b>Technical Accountancy</b></p> <ul style="list-style-type: none"> <li>To lead where appropriate on assessing and managing technical accounting implications for area of responsibility</li> <li>To lead on delivery of accounting work for area of responsibility by statutory deadline each year, including managing the flow of information required from the wider organisation</li> <li>To be accountable for retention of sufficient audit evidence, responding rapidly to external audit queries</li> <li>To pro-actively maintain awareness of upcoming changes to legislation or accounting regulations for area of responsibility</li> <li>To develop and maintain tools and processes for ensuring the wider council can undertake responsibilities around financial accounts.</li> </ul>
4.	<p><b>People Management</b></p> <ul style="list-style-type: none"> <li>Line manage members of staff, taking responsibility for deliverables, supporting development of members of staff, and responsibility for pastoral support</li> <li>Working with Strategic FBP, allocate work and deliverables to team members</li> <li>Act as initial lead/senior point of escalation within the team</li> <li>Provide effective leadership through robust performance management, giving direction through communication of the team and organisations' vision, objectives and values</li> <li>Create an environment of innovation with appropriate constructive challenge empowering the team to make decisions whereby individuals can develop and achieve</li> </ul>
5.	<p><b>Stakeholder Management</b></p> <ul style="list-style-type: none"> <li>Provide leadership within the service to ensure that allocated service areas and directors are provided with sufficient financial support, using a risk-based approach</li> <li>Build and maintain constructive and challenging relationships with senior managers and other budget managers</li> <li>Empower senior managers to enable them to deliver on financial responsibilities and hold their team members to account.</li> <li>To represent the council if required in financial work with external partners</li> <li>Responsible for ensuring audit deliverables are on time for area of responsibility</li> </ul>
6.	<p><b>Organisation Contribution</b></p> <ul style="list-style-type: none"> <li>Ensure the identification of financial risks is communicated and captured within relevant management teams.</li> <li>Lead on improving internal financial controls for area of responsibility, including through responding pro-actively to external or internal audit recommendations</li> <li>Available to lead, deliver and/or assist with financial input into large and complex programmes and projects, and to lead on financial process transformation</li> </ul>
7.	<p><b>Budget Management</b></p> <ul style="list-style-type: none"> <li>Contribute to business case development to ensure they contain robust financial estimates and ensure resource is allocated to deliver financial outputs linked to them.</li> </ul>
8.	Demonstrate an awareness and understanding of equality, diversity and inclusion.

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Professional Membership	CCAB or CIMA Qualified, or extensive equivalent experience in a senior finance role	Essential

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
Leadership	<p>Thorough understanding of the environment in which local government operates</p> <p>Awareness of the National and Local Government agenda, current issues and challenges</p> <p>Evidence of consistently achieved results within a largely unsupervised environment but within clear accountability framework.</p> <p>Principles of team management and support</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Accountancy	<p>Understanding of the key principles and processes regarding the end of year processes for a council service or business unit</p> <p>Understanding of the CIPFA Code of Practice on Local Authority Accounting</p>	<p>Essential</p> <p>Desirable</p>
Budget and financial management	Good understanding of budget and resource management, including management of budgets associated with paid for services for partner organisations	Essential
Local Authorities	<p>Understanding of the decision making and governance arrangements within local authorities.</p> <p>Strategic knowledge across all business functions (i.e. finance, quality, business development, HR and communications).</p>	<p>Essential</p> <p>Essential</p>
Working with members	Understanding of, and sensitivity to working with members.	<p>Essential</p> <p>Desirable</p>

<b>Identify</b>	<b>Describe</b>	<b>Essential/ Desirable</b>
	Organisational and political structures within the Local Authority environment.	
<b>Skills</b>		
Accountancy	Ability to interpret and implement accounting standards and rules	Essential
Budget and financial management	Strong Excel skills, including ability to use more complex functions of the programme  Ability to undertake complex financial modelling, options appraisal and sensitivity analysis	Essential  Essential
Working together	Ability to build strong, professional relationships.  Ability to communicate across a diverse and challenging community of stakeholders  Ability to negotiate and persuade stakeholders when conveying contentious proposals, solutions and implementing resolutions  Organised, analytical, and accurate with excellent attention to detail.	Essential  Essential  Essential  Essential
Governance	Ability to understand governance requirements and apply them to situations encountered; providing advice on meeting governance requirements.	Essential
Integrity	Takes responsibility for actions and escalates by exception.	Essential
Respect	Strives to identify areas for development in meeting expectations	Essential
Excellence	Influence best practice in the work of team, contractors, partners and self.  Comfortable with considerable amounts of data and operating within a very complex and varied environment.  Demonstrate strong analytical skills and the ability to understand very complex issues and advise on complex solutions across business areas with the application of critical judgement.	Essential  Essential  Essential  Essential

Identify	Describe	Essential/ Desirable
	<p>High standards of numeracy, literacy, communication and presentation skills.</p> <p>Organised, analytical, and accurate with good attention to detail.</p> <p>Comfortable with larger amounts of data and operating within a complex environment.</p> <p>Flexibility to readily assist/ support where required.</p> <p>Demonstrate strong analytical skills and the ability to understand complex issues and advise on solutions across business areas with the application of critical judgement.</p> <p>Ability to work on own initiative and to deadlines and be proactive and highly motivated.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Strategic Thinking	Ability to translate concepts and ideas into meaningful plans and action	Essential
Communication and Engagement	<p>Excellent communication skills, verbal, written and listening and the ability to adapt personal style to meet the needs of a range of audiences</p> <p>Ability to deliver high quality formal reports and presentations within tight timelines.</p> <p>Convey a shared sense of purpose and direction, enabling staff and others to engage with, understand and contribute to the successful delivery of the Council's objectives.</p> <p>Ability to work as part of a team, sharing knowledge and experience, recognise the strengths and weaknesses of others, and constructively challenge to achieve productive outcomes.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Influencing Outcomes	Ability to engage successfully with senior stakeholders to achieve desired outcomes.	Essential
Experience	Give an idea of the type and level of experience required <b>do not</b> specify years of experience.	
Relationship Management	Experience of developing strong and effective relationships across a complex organisation.	Essential

Identify	Describe	Essential/ Desirable
	<p>Experience of communicating with a range of stakeholders including senior officers and strategic partners.</p> <p>Developed management &amp; leadership skills combining an open and inclusive approach with the ability to operate as a strong team player.</p> <p>Extensive experience of working with external consultants and strategic partners.</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>
Leadership	<p>Ability to deliver successful outcomes for staff and the organisation.</p> <p>Team leadership</p>	<p>Essential</p> <p>Desirable</p>
Creative Thinking	Experience of identifying new ways of thinking for a problem or situation.	Essential
Innovation	Introducing new approaches to solve problems or improve the way service is delivered.	Essential
Accountancy	<p>Working in a finance function for a complex organisation.</p> <p>Interpreting and implementing accounting standards or regulations</p>	<p>Essential</p> <p>Essential</p>
Influencing	Working closely with senior managers and persuading and making recommendations	Essential
Team management	<p>Experience of working in a multi-disciplinary environment and depending on output from others to deliver own work</p> <p>Experience managing a team of professionals and being accountable for their output</p>	<p>Essential</p> <p>Desirable</p>
Equality, Diversity and Inclusion (applies to all roles).	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Net Zero (applies to all roles).	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential
Safeguarding (applies to all roles working with children/vulnerable adults).	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

**Disclosure level**

What disclosure level is required for this post?	<input checked="" type="checkbox"/> None	Standard
	<input type="checkbox"/> Enhanced	Enhanced with barred list checks

**Work type**

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	<input type="checkbox"/> Fixed	<input checked="" type="checkbox"/> Hybrid	<input type="checkbox"/> Field	<input type="checkbox"/> Remote	<input type="checkbox"/> Mobile
--	--------------------------------	--	--------------------------------	---------------------------------	---------------------------------