

Job Description and Person Specification



Finance Business Partner

Salary:	£46,731 - £49,764
Job Family:	Professional Support
Working hours:	37
Work base:	Kettering, North Northamptonshire

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 located in the Professional Finance Business Partner Teams supporting North Northamptonshire 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 Finance Business Partner is to lead and manage 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.

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

Role Responsibilities

- Support budget holders in financial planning and budget modelling for different scenarios.
- Work with budget holders to ensure accurate and timely budget monitoring including risk appraisals.
- 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.
- 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.
- Advise budget managers on financial analysis on revenue, capital and cash issues and projects. Assist in the assessment of business options, including interpreting/analysing complex financial and non-financial information.
- Support the production of the Medium Term Financial Plan (MTFP) and Capital Strategy.
- Support the development of improved financial awareness of budget managers and staff through the development and delivery of management training.
- Support and train budget holders in the use of the Council's e-Business suite including the Council's ERP Gold Agresso platform.
- Deliver Customer Satisfaction levels to support the Finance Business Partner business plan and deliverables.
- Support the closedown of the accounts schedule by reviewing processes and timescales to enable deadlines to be met.
- Support the Council to deliver its strategies with an understanding and inputting into the analysis of changes to accounting and reporting requirements.

Person Specification

Education, Qualifications and Training

- CCAB part qualified or AAT qualified (or recognised professional accounting qualification or qualified by experience)
- 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

- Proven experience in the areas of Financial Planning, Control and Reporting
- Experience in the development of Financial Processes
- 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.
- Demonstrate direct experience of working in partnership with private, public, and voluntary organisations

Ability and Skills

- Experience of analysing and addressing complex issues including the need to deliver different support to different service elements.
- Ability to apply innovative and creative thinking to complex service challenges
- 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)
- Ability to constructively challenge budget holders to take a corporate approach to finance issues
- 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.

