

JOB DESCRIPTION

POST TITLE: FINANCE BUSINESS PARTNER

POST NUMBER: FA21

GRADE: I

RESPONSIBLE TO: OPERATIONS MANAGER – FINANCIAL SERVICES

LIAISON WITH:

All employees and workers within the Council, Elected Members, Leadership Team, CMT, official Government departments and agencies, other Local Authorities, internal and external audit and external services.

KEY CORPORATE ACCOUNTABILITIES:

The Finance Business Partner has full responsibility for providing an efficient and effective financial management service within their assigned service areas. This is a hands on and dynamic role, which involves providing sound financial advice, troubleshooting risk, assessing and challenging spending decisions as well as promoting best practice around financial management.

The Finance Business Partner is an integral member of their assigned service management team and helps to deliver financial solutions which are aligned to organisational objectives and which help promote fiscal responsibility within budgetary constraints.

KEY SERVICE ACCOUNTABILITIES:

Financial Management

- Managing a Finance Assistant and/or the authority's Exchequer team, or the authority's Procurement Team. This includes all aspects of day-to-day management of these people, including recruitment, appraisals, disciplinary proceedings, and managing performance.
- Responsible for setting annual budgets and forecasting the direction of travel across the Medium Term Financial Plan in collaboration with Leadership Team, Corporate Managers and Service Managers, supporting them in identifying areas of potential savings;
- Day-to-day cash management of the Council's funds; annual planning of significant items of both expenditure and income; awareness of economic conditions and daily credit rating fluctuations; investment decision making on where to place surplus funds and how much to invest and arrangement of any borrowing including the setting up and monitoring of repayment terms.

- Approval of weekly creditor's payment runs and ad hoc SmarterPay or Bankline payments.
- Provide critical finance business advice and support, across both Revenue and Capital, to budget holders to achieve the priorities and objectives within the corporate plan, challenging budget holders as necessary to ensure their financial plans and projections are accurate and realistic;
- Responsible for the production of complex technical notes in the Annual Statement of Accounts and other key accounting documents / working papers such as Fixed Asset / Lease Registers or salary estimates including liaison with internal and external audit on such matters;
- Responsible for the production of the annual Outturn summaries for PDGs, Cabinet and Full Council;
- Attendance at the Cabinet, PDG and such other member meetings as may be necessary regarding finance issues.
- Attend regular financial meetings with Corporate Managers, Operational Service Leads and represent the Council at various external meetings such as Building Control Joint Committee, VAT or Insurance working groups;
- Responsible for providing accurate and timely budget monitoring information, across both Revenue and Capital, to Leadership, CMT and Elected Members showing the current and projected financial performance of their service areas in relation to set budgets;
- Lead on all aspects of the Council's insurance, including assessing the insurance requirements for the Authority, identifying and mitigating insurance risks, responsible for arranging annual renewals and the insurance tender process, managing all insurance claims; including determining liability, liaising with external solicitors and agreeing settlements;
- Lead on all aspects of the Council's VAT, including providing a check and challenge, advice and technical expertise, training and submission of returns to HMRC and appeals to HMCTs, calculation of the statutory Partial Exemption calculation and VAT planning to mitigate potential additional VAT burdens for the Council;
- Proactive and reactive day to day advice and guidance across the Authority on specialist area related matters in line with Corporate strategy to designated service areas (e.g. VAT, Insurance, Leasing) to ensure compliance with regulatory bodies and statutory requirement;

- Responsible for collating and analysing data for the completion and submission of various financial returns to Government Bodies, including Grant Claims and statistical returns such as RO/RA and COR returns or FOI's;
- Train non-finance staff and promote best practice and fiscal responsibility across the Council to ensure adherence to accounting concepts and accurate classification of revenue and capital expenditure, as part of an overall system of robust financial governance and budgetary control in accordance with the Constitution, financial regulations and statutory obligations;
- Support and assist Leadership, CMT and Operational Service Leads to proactively identify, pre-empt and mitigate financial risk that will challenge the delivery of objectives and responsibilities;
- Provide cover for day to day treasury management including investment decision making on where to place surplus funds and how much to invest and for how long based on cash flow forecasts as required;
- Undertake key or complex control account reconciliations such as the Bank or Payroll reconciliation;
- Liaise closely with the external auditors during the audit of the financial statements, including the provision of data and information required;
- Keep up to date with accounting standards etc. and undertake continued professional development.

OTHER DUTIES:

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

HEALTH AND SAFETY:

The Council has a health and safety policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.

RISK MANAGEMENT:

The Council has a Risk Management Strategy and it is the responsibility of Heads of Service/Senior Managers to comply with the contents including leading the risk management process within their service; identifying and managing significant operational risks.

DATA PROTECTION:

It is the responsibility of the Post holder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

SAFEGUARDING CHILDREN AND ADULTS AT RISK:

The Council has a Safeguarding Policy, which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

When considering the duties of this role as part of the most recent Job Evaluation (JE), a decision was reached using [the government DBS Tool](#) that this role is required to hold a **Basic DBS level check**. The basis on which this form of DBS is renewed is explained further within our DBS policy.

PERSON SPECIFICATION

FINANCE BUSINESS PARTNER



	ESSENTIAL	DESIRABLE
Qualifications and Experience:	<ul style="list-style-type: none">• Educated to degree level or equivalent• Part CCAB Qualified or equivalent experience• Significant demonstrable experience of providing advice to managers in resolving complex finance related issues;• Strong finance Business Partnering experience, including budget setting and monitoring.	<ul style="list-style-type: none">• Full CCAB Qualified;• Experience of working in Local Government.• An appropriate Management Qualification or previous experience of management
Knowledge and Expertise:	<ul style="list-style-type: none">• Comprehensive understanding and application of 'best practice' in terms of current financial regulations;• Experience of advising and working collaboratively with senior and middle managers on a range of financial matters;• Ability to challenge senior managers on financial issues and propose solutions to solve organisational needs;• Ability to work in a team and independently to a high standard without supervision, making balanced judgements and decisions to ensure deadlines are met under pressure;• Extensive knowledge of MS Office and financial software packages	<ul style="list-style-type: none">• Knowledge of CIPFA Code of Practice and the Finance Act• Understanding of the political environment;• Knowledge of VAT legislation, compliance processes and testing;

	ESSENTIAL	DESIRABLE
	<p>(ideally eFinancials), including interrogation, analysis, data manipulation and reporting;</p> <ul style="list-style-type: none"> • Strong research and analytical skills to interpret Management Information and sound lateral thinking to identify innovative financial solutions. • Knowledge of Insurance claims handling processes. 	
Skills:	<ul style="list-style-type: none"> • Confidently interpret and communicate complex legislation and information concisely, orally and in writing using plain English to convey clear messages to a wide range of people/organisations; • Strong relationship management skills (the ability to persuade and influence) to establish effective business partner relationships within the organisation; • Possess business and financial acumen to enable sound management decision making; • Effective time management and prioritisation to manage own workload to meet conflicting deadlines; • Ability to think “outside the box” and challenge existing procedures and practices, and develop cost effective solutions to support service delivery. 	<ul style="list-style-type: none"> • Ability to consider the wider implications of decision making and policy development; • Training delivery skills; • Application of ICT to support efficient ways of working, and create effective change and suggest innovative ideas for improvement.
Personal Attributes:	<ul style="list-style-type: none"> • Finance focused approach with the ability to act as a positive role model for the organisation; • Must be fully aware of the sensitivity and confidentiality of the function and act with integrity; • Self-motivated with a positive and enthusiastic ‘can do’ attitude and solutions focused team player; • Flexible and positive attitude to change and continuous improvement in all aspects of finance service delivery; • Intuitive and enquiring mind with strong attention to detail; • Ability to adapt natural communication style to suit a range of audiences/need; 	<ul style="list-style-type: none"> • Assertive, emotionally resilient and tenacious; • Approachable and helpful; • Committed to equality of opportunity and understanding of diversity issues.

	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> Leads by example by demonstrating the corporate behaviours. 	
Special Requirements:	<ul style="list-style-type: none"> The post holder may be required to travel throughout the MDDC area and beyond. 	