



## Job Profile

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<b>JOB TITLE:</b>	<b>Finance Business Partner</b>
<b>GRADE:</b>	POC-POD
<b>POST NO:</b>	
<b>JOB TIER:</b>	4
<b>CRB / ISA CHECK:</b>	post specific
<b>DIRECTORATE:</b>	Finance
<b>SERVICE:</b>	<b>Financial Management / Strategic Finance</b>

### **REPORTING STRUCTURE** (refer to Appendix 1 for Org Chart)

<b>Reports to:</b>	Head of Finance
<b>Direct Reports:</b>	Up to 3
<b>Indirect Reports:</b>	None

### **ROLE PURPOSE:**

To work alongside a Service Directorate management team to support the Head of Finance in providing a full range of financial direction, support and guidance to one or more of the Council's Directorates and one which provides cross-cutting support on capital and transformation.

To support the Directorates' Senior Management and their budget managers to deliver their budget management responsibilities. The post holder will be required to translate complex financial data to non-financial stakeholders and effectively challenge senior managers, in ensuring robust financial management of each business area.

To provide direct financial support to the Directorates to enable them to develop their strategic financial plans and ensure that the future needs of the service are reflected in the Council's medium term financial forecasts. To support the Head of Finance in the provision of high quality financial advice to Corporate Directors, Heads of Service and budget managers across the Directorates through day-to-day management and coordination of a service finance team

## A. Job Description

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### 1. People Management

- To support the coordination of an Finance Business Partnering team or a number of staff within the team, to provide an optimum level of service provision in accordance with the Council's policies, budget allocation and statutory requirements
- To support the target setting, performance management, business planning and budget management for the Finance team.
- To support the responsible selection, development and performance of junior members within a specific operational finance team in line with the Council's HR policies.

#### **Additional Duties POD Grade:**

- To undertake additional and specific management responsibilities within the team as directed by the Head of Finance.

### 2. Customer Management

- To work closely with the Senior Managers within the Directorate so that they are fully informed of the financial position and risks for their services and take the necessary actions to stay within budget.
- To support the development of effective external working relationships with key stakeholders within the council to ensure the service has the knowledge and expertise to continuously improve its financial performance.

#### **Additional Duties POD Grade:**

- To take the lead on developing and maintaining external relationships as directed by the Head of Finance.

### 3. Operational Service Delivery

- Ensure that officers and Members are provided with high quality financial advice and direction on financial strategies, policy, standards and practices, enabling service Directorates to make timely and well-informed strategic and operational decisions in the knowledge of the impact those decisions will have financially on the Council.
- Understand the business of the service Directorate and the customer's needs and provide a finance service that adds value.
- Support the delivery of productivity, efficiency improvement and cost reduction plans within the service Directorate, including change programmes and cross-cutting projects, and the identification and securing of new funding streams.
- The post holder will also be responsible for identifying financial issues within the service Directorate that require attention and seek resolutions to areas of financial concern to ensure expenditure and income is contained within the Budget.
- To develop and support improvement projects within the Directorate from a finance perspective.
- To support the Head of Finance in ensuring that each Directorate complies with Financial Standing Orders and all other financial policies and procedures as directed by the Chief Finance Officer. Key to the role will be working with a variety of stakeholders including elected Members and Corporate Directors, and budget managers.
- To work with Strategic Finance colleagues as required to proactively support the production of strategic and medium-term financial planning information.
- To ensure that the statutory accounting requirements with respect to each Directorate are met and that legislative changes that may have financial impact on Directorates are covered.

#### **Additional Duties POD Grade:**

- To lead on the work and review of complex and high level operational financial issues for specific service areas.
- To regularly represent Senior Finance Officers as the finance expert at both internal and external forums.

### 4. Service Planning & Development

- Ensure clear Service Level Agreements (SLAs) are in place where appropriate, covering all aspects of service delivery with performance and response levels.
- To support the development of annual operational plans and budgets for the function or team so that there are clear priorities and appropriate resources are allocated to their achievement.

#### **Additional Duties POD Grade:**

- To formulate and develop plans and budgets for particular areas of the team and input into the workforce planning process.

### 5. Financial & Resource Management

- To support the development and implementation of budget plans across the Directorate, within legislative requirements and in compliance with the Council's policies, regulations and standing orders.

- To ensure the provision of timely financial information in support of Departmental and Corporate performance monitoring requirements and to corporate timetables.
- To ensure all purchasing and procurement is conducted in line with the corporate guidelines with appropriate use of the Council's financial systems.
- To maintain high standards of statutory accounting and meet the Council's statutory and professional requirements.
- To ensure that all financial systems within the Directorate are fit for purpose, link with our Corporate financial systems, meet statutory requirements and financial regulations.
- To play a key role in supporting the delivery of productivity and efficiency improvement and cost reduction plans within the service Directorate, supporting transformation change programmes, and identifying and securing new funding streams.
- To identify financial issues within the service Directorate that require attention and assist in the successful resolution of areas of financial risk and concern.
- To ensure the service Directorate has considered and is managing financial risk and ensure there are adequate reserves and provisions, reporting exceptions to the Head of Finance as necessary.

**Additional Duties POD Grade:**

- To take a lead in resolving specific and complex financial issues within the service.
- To take personal responsibility for specific technical accounting issues within the team/service area as directed by the Head of Finance.

## **6. Continuous Improvement**

- To support the Head of Finance in the provision of financial input to the transformational agenda across the Council.
- Support the implementation of improvement initiatives and change programmes using the Council's Project Management and Service Improvement methodologies.
- To contribute to corporate areas of activity, organisational development and council-wide, cross-departmental strategies, projects or policies, as required from time to time.

**Additional Duties POD Grade:**

- To undertake personal responsibility and the finance lead in transformational projects and change programmes as directed by the Head of Finance.

## **7. Contacts**

- Primary contact will be with other officers within the Council with financial or budget holding responsibilities. and service users / residents and their representative bodies. The postholder will attend senior management, member briefings, committees and other stakeholder forums as directed.
- To develop and promote internal and external partnerships that reflect the Council's commitment to work in active partnership with the community, so that coherent and value for money services are provided.
- To be aware of and assist in managing effective cross-Directorate working relationships, while maintaining professional integrity and without compromising good financial and accounting practice.

**Additional Duties POD Grade:**

- To regularly attend member briefings, committees and other forums to represent finance on specific financial issues within the service.

**8. Miscellaneous**

- Complete other reasonable tasks in order to fulfil role purpose or as instructed by management.

**9. KEY PERFORMANCE INDICATORS**

- Delivery against any agreed Service Levels.
- Delivery against allocated budgets and MTFF saving targets.
- Staff performance & productivity metrics.
- Any other role specific KPIs

## B. Person Specification

### Finance Business Partner

This person specification will be used for recruitment to the Finance Business Partner vacancy in LBH. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

<b>1. QUALIFICATIONS</b> (list)	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
Part/Fully qualified Accountant - CIPFA, ACA, ACCA, CIMA or equivalent experience	✓	
A minimum of 1 years post qualification experience		✓
Evidence of post qualification continuing professional development		✓
<b>Additional for POD Grade:</b>		
Fully qualified Accountant – e.g. CIPFA, ACA, ACCA, CIMA	✓	
Evidence of post qualification continuing professional development	✓	
<b>2. STATUTORY or ROLE SPECIFIC REQUIREMENTS</b> (describe)	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
Able to work flexibly to meet the needs of the service, including attending evening meetings as required		✓
<b>3. EXPERIENCE</b> (describe)	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
Experience as a finance professional in a large and complex public sector organisation and an understanding of the annual financial cycle and regime within local authorities	✓	
A good understanding of statutory and regulatory financial framework for local government	✓	
Experience of building partnerships and working effectively with a range of internal and external stakeholders	✓	
Evidence of developing financial strategies and project work in an operational finance setting and across service boundaries	✓	
Experience of successful management of significant budgets in a comparable public sector organisation	✓	
Experience of working across the full range of the accountancy function	✓	
Experience in a management role in a multi-disciplinary organisation	✓	
<b>4. KNOWLEDGE &amp; SKILLS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>

(list)	✓	✓
<b>POC Grade</b>		
Knowledge of accounting principles and practices necessary to provide financial control and direction	✓	
Strong analytical and technical skills and the ability to clearly present financial information in a manner appropriate to the recipients of the information.	✓	
Knowledge and understanding of the Council's core objectives, and an understanding of the legislative frameworks and key issues relevant to local government financial management generally.	✓	
Ability to extract and manipulate relevant financial data from the core financial information systems with advanced Microsoft Office skills	✓	
Strong interpersonal skills including the ability to communicate with Members and senior management.	✓	
Ability to provide constructive challenge and to exert influence	✓	
<b>Additional for POD Grade:</b>		
Advanced technical financial skills such as capital investment appraisal, options appraisal, financial modelling, benchmarking, and appropriate financial inputs into business cases	✓	
Ability to use professional judgement effectively in the management of the financial affairs of the Directorate with the minimum level of recourse to more senior staff	✓	
A sound understanding of the political environment and the role of elected members	✓	
An understanding of the specific financial and business context facing the service Directorate and the relevant legislative requirements and context.	✓	
Ability to contribute effectively in a large complex organisation to plans for transformational change and improvement.		✓