



HILLINGDON

LONDON

Job Profile

JOB TITLE:	Assistant Finance Business Partner
GRADE:	SO1 and POA
POST NO:	24773
JOB TIER:	5
CRB / ISA CHECK:	Post specific
DIRECTORATE:	Finance
SERVICE:	Operational Finance

REPORTING STRUCTURE

Reports to:	(Lead) Finance Business Partner
Direct Reports:	None
Indirect reports:	None

ROLE PURPOSE:

To work as a pro-active part of an Operational Finance Team, providing a full range of financial support and guidance to one of the Council's Directorates and/or cross cutting support and guidance on capital and transformation.

To deliver financial management through accounting, budgetary control, forecasting, and provision of financial advice. The postholder will be expected to handle high volumes of financial data, and work closely with budget holders and other non-financial stakeholders, translating and summarising this data and providing effective challenge as required.

To work with Finance Business Partners on supporting the council's medium term financial forecast (MTFF) and within this the development of strategic financial plans and models. Advise managers and teams on the appropriate procedures for the financial

administration of their services, in line with Financial Regulations and Standing Orders, and the direction of their Finance Manager/Finance Business Partners.

To achieve POA, the postholder will need to have a professional technician qualification or be suitably qualified by experience, and be undertaking work that is consistently more complex.

A. Job Description

1. Customer Support and Management

- To work closely with officers in their Finance Manager's service area so that they are fully aware of their financial position;
- To work closely with other officers in Operational Finance and in Directorates on a pro-active basis, to ensure financial information is accurate and can be produced by deadline;
- Liaise with internal and external bodies as necessary in production and notification of statutory and other accounts and returns (including grants);
- To ensure officers within other services are aware and are following processes and protocols as necessary to satisfy Financial Regulations and Standing Orders.

Additional Duties POA Grade

- To undertake the financial induction of new starters within Directorates in relation to processes and protocols satisfying Financial Regulations and Standing Orders.

2. Operational Service delivery

Overarching duties:

- Provide constructive challenge and seek to resolve all issues with Directorates;
- Escalation - ensure any problems that cannot be resolved promptly are flagged immediately to the relevant (Lead) Finance Business Partner / Finance Manager, depending on the nature of the problem;
- Electronic working papers - ensure a robust audit trail exists for all activities;
- Accuracy and timeliness - Ensure that all work is accurate and produced to deadline. If there are issues that prevent this, these must be flagged to the (Lead) Finance Business Partner / Finance Manager immediately; and
- Probity - Ensure all purchasing and procurement follows Financial Regulations, and flag this immediately to the (Lead) Finance Business Partner / Finance Manager if this is not the case.

Specific duties:

- Budgets and Budget Monitoring:
 - Develop an understanding of the business of the service directorate;
 - Undertake tasks to create and monitor the budget - as directed by the (Lead) Finance Business Partner / Finance Manager;
 - Resolve queries relating to understanding items within budgets and actuals, undertaking this across the General Ledger and feeder systems as necessary;

- Disseminate budget, monitoring, and supporting financial and performance information; and
- Update budget and monitoring information with changes identified by self and as advised.
- Medium Term Financial Forecast (MTFF)
 - Support the MTFF process with a focus on risk and accuracy; and
 - All work to be completed to deadline.
- Accounts maintenance
 - Maintenance of accounts to ensure accuracy at all times; and
 - All errors to be corrected and suspense accounts to be cleared within one week of month end.
- Closure of Accounts
 - All technical accounting standards and requirements are met;
 - Prepare electronic working papers as required within Closure of Accounts workplan;
 - Ensure all income and expenditure is correctly categorised within revenue or capital; and
 - Provide explanations to external audit as required, for content and timing.
- Grant claims and other miscellaneous activities
 - Ensure records kept satisfy all grant requirements and are up to date at all times - whether keeping the records or ensuring the records kept by departments are sound;
 - Prepare financial statistical returns;
 - Ensure grant claims submitted are accurate and timely, with adequate time for review by relevant person signing it off before despatch; and
 - Despatch documents as required.
- Ad hoc tasks
 - Support projects and ad hoc tasks as necessary; and
 - Attend meetings/briefings as the Finance representative as appropriate.

Additional Duties POA Grade

- Budgets and Budget Monitoring
 - Resolve complex queries that require extensive involvement of other directorates.
- MTFF
 - Support the MTFF with pieces of work that are frequently complex.
- Closure of Accounts
 - Undertake closure of complex accounts.
- Ad hoc tasks
 - Support ad hoc tasks that require complex financial input.

3. Service Planning & Development

- Assist in the maintenance of service level agreements, within Finance and Directorates, and flag any cases where there are omissions or poor practice that needs addressing;
- Deliver all services within the criteria specified in the SLAs.

Additional Duties POA Grade

- Ensure all SLA's are delivered by others, liaising with them if problems occur, and escalating this immediately if prompt resolution is not achieved.

4. Continuous Improvement

- Ensure fully conversant with the relevant financial and management systems;
- Ensure remain abreast of all statutory and guidance developments within the relevant Service areas;
- Full awareness of Financial Regulations, especially limits;
- Attend regular individual and team meetings to ensure tasks are fully understood and there is an effective two-way flow of information;
- Take an active part in the PADA (performance and development appraisal) process; and
- Take ownership of self development, both professional and personal (soft skills).

Additional Duties POA Grade

- Assist colleagues to access information, providing advice how and when to do this as appropriate;

5. Contacts

- Primary contact will be with other officers within the Council with financial or budget holding responsibilities. The postholder may be expected to attend other stakeholder forums as directed.
- To be aware of and support the development and maintenance of effective cross-Directorate working relationships, while maintaining professional integrity and without compromising good financial and accounting practice.
- Occasional attendance of meetings and groups comprising service users / residents and their representative bodies.

Additional Duties POA Grade

- Regular attendance at meetings and groups comprising service users / residents and their representative bodies.

6. Key performance Indicators

- Delivery of relevant Service Level Agreements;
- Staff performance and productivity metrics;
- Role specific kpi's; and
- PADA objectives.

This profile/JD is not intended to be an exhaustive list of duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of this role.

B. Person Specification

Assistant Finance Business Partner

This person specification forms the basis for the application form. Candidates will also be assessed against aspects of the person specification at interview.

1. QUALIFICATIONS	ESSENTIAL ✓	DESIRABLE ✓
Qualified Accounting Technician - AAT ; OR Part qualified CCAB Accountant - CIPFA, ACA, ACCA; OR Part qualified CIMA Or suitably qualified by experience	✓ POA	
Part Qualified Accounting Technician actively seeking qualified status Or suitably qualified by experience	✓SO1	
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL ✓	DESIRABLE ✓
Willing to work flexibly	✓	
Well organised, accurate and achieves deadlines	✓	
Effective in helping others achieve deadlines	✓	
3. EXPERIENCE	ESSENTIAL ✓	DESIRABLE ✓
Experience of management and /or financial accounting beyond a basic level	✓ POA	✓SO1
Working within public/third sector Finance or Finance in the private sector providing a public sector service	✓ POA	✓SO1
Experience of working within local government Finance		✓
Extensive experience of using spreadsheets	✓	
Experience of creating budgets	✓ POA	✓SO1
Experience of producing budget monitoring reports and supporting the effective use of these	✓ POA	✓SO1
Experience of providing constructive challenge to Services	✓ POA	✓SO1
Experience of closing accounts to deadline	✓ POA	✓SO1
Experience of external grants - supporting bids; effective monitoring; and meeting funders criteria		✓
Experience of partnership working		✓
4. KNOWLEDGE AND SKILLS	ESSENTIAL ✓	DESIRABLE ✓
Ability to build effective relationships within an organisation, including challenge when appropriate	✓	
Ability to work as an effective part of a team, supporting the (Lead) Business Partner(s) and Finance Manager	✓	
Ability to build effective relationships across organisations, with demonstrable understanding of Operational Services pressures and priorities	✓	
Ability to work with colleagues to deliver agreed priorities to deadlines given (internal or external)	✓	
Ability to use financial systems in a large, complex organisation	✓	

Ability to use Microsoft Office - Word, Excel and Powerpoint, or equivalent to a high standard	✓	
Sound understanding of accounting principles in the public sector, especially differences between capital and revenue	✓	
Sound understanding of Financial Regulations and Standing Orders in local government		✓
Proven analytical skills and ability to present financial information clearly	✓	
Knowledge and understanding of local government and its context, and key, current local government financial issues		✓
5. COMPETENCIES	ESSENTIAL ✓	DESIRABLE ✓
<p>Respectful</p> <p>Putting Our Residents First'. Promotes excellent customer service.</p> <p>Encourages diversity of thought and opinion. Ensures that everyone feels included.</p> <p>Acts as an ambassador for the London Borough of Hillingdon in all contacts with residents and customers.</p> <p>Displays personal commitment to team. Clarifies roles and responsibilities. Proactively supports staff health and wellbeing.</p> <p>Understands the process of change and supports others through the change cycle providing a safe environment for people to discuss concerns and the impact of change.</p>	✓	
<p>Collaborative</p> <p>Promotes the use of resident feedback and data to improve team service delivery and customer satisfaction.</p> <p>Builds effective networks with colleagues and promotes cross-functional working within teams.</p> <p>Encourages other to grow. Provides learning and development opportunities for others.</p>	✓	
<p>Efficient</p> <p>Uses resident and customer feedback & intelligence to improve service delivery and customer satisfaction.</p> <p>Sets team objectives, supports, monitors and appraises performance standards using agreed performance and productivity systems. Stays focused and meets deadlines. Does not procrastinate when addressing poor performance.</p> <p>Effectively manages allocated budget using appropriate financial tools. Ensures budget monitoring and forecasting is completed within budgetary cycles.</p>	✓	

<p>Identifies opportunities for continuous service improvement. Ability to make processes both more effective and efficient. Convinces others to adopt improved processes.</p> <p>Solution focused, willing to try new things, admits and learns from own mistakes</p>		
<p>Shows Integrity</p> <p>Understands Local Government. Displays understanding of local democracy and political decision-making processes.</p> <p>Applies decision-making in line with Scheme of Delegation.</p> <p>Proactively develops own management practice and leadership awareness.</p>	✓	
<p>Open & Honest</p> <p>Willing to try new things, accepts responsibility and learns from own mistakes.</p> <p>Remains positive and engages with change and service improvement. Remains open-minded to new ideas.</p> <p>To be open and honest.</p>	✓	