HILLINGDON
LONDON

Job Profile

JOB TITLE:	Strategic Finance Business Partner
GRADE:	POF
POST NO:	Various
JOB TIER:	3 (Service Manager)
DBS CHECK:	None
DIRECTORATE:	Finance
SERVICE:	Operational Finance

REPORTING STRUCTURE

Reports to:	Operational Finance Manager
Direct Reports:	Up to 5
Indirect Reports:	Up to 10

ROLE PURPOSE:

To work alongside a Service Directorate management team within one of the Operational Finance teams, which provide a full range of financial direction, support and guidance to the Council's Directorates and providing business partnering for both revenue and capital.

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 strategy. To support the Heads of Finance in the provision of high-quality financial advice and accurate and timely financial information to Corporate Directors, Heads of Service and budget managers across the Directorates through day-to-day management and coordination of a service finance team.

To support the Directorate 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, Corporate and Divisional Directors, and budget managers.

Take sole responsibility for supporting one or more service division(s), through provision of useful, accurate and understandable financial analysis and advice to senior officers, partners and elected Members, as directed by the Head of Finance.

Take lead responsibility for financially significant and technically complex areas of the budget and lead and participate in cross-cutting projects as directed by the Head of Finance and the Finance Senior Management Team.

A. Job Description

---

1. People Management

- To undertake day-to-day management and/or coordination of an operational Finance 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 manage the responsible selection, development and performance of junior members within a specific operational finance team in line with the Council's HR policies.
- To ensure that all team members receive the appropriate level of communication to maintain engagement with the Council's activities.
- Support the Head of Finance in workforce planning including a succession plan for key roles.

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 provide a lead point of contact for specific service managers as directed by the Head of Finance.

- To support the development of effective external working relationships with key stakeholders within the community, government, professional bodies and other appropriate public and private bodies to ensure the service has the knowledge and expertise to continuously improve its financial performance.

1. Operational Service Delivery

- To develop and support improvement projects within the Directorate from a finance perspective.
- To support the development of the structures, systems and policies necessary to support effective 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 review complex and high level operational financial issues so that they are resolved effectively and precedents are set for the resolution of similar issues.
- 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.
- Deputise for the Head of Finance at Senior Management Team meetings, member briefings and other meetings as required and take a level of responsibility for building effective relationships with the Senior Management Team and other stakeholders such as lead members.

4. Service Planning & Development

- In conjunction with the Head of Finance, ensure that all annual Team Plans, aligned to the Directorate / Service Plan(s), are developed, agreed and communicated to team members in a timely manner.
- Ensure clear Service Level Agreements (SLAs) are in place where appropriate, covering all aspects of service delivery with performance and response levels.
- To formulate annual operational plans and budgets for the function or team so that there are clear priorities and appropriate resources are allocated to their achievement. To contribute to longer term (2-5 years) plans for the services managed so that they are developed in line with Council and Government priorities and customer requirements.

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 develop and support 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, providing input into Corporate financial systems development as required, to support compliance with meeting 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 assistance in the successful resolution of areas of financial risk and concern.
- To undertake a lead role, on projects or programmes: commissioning appropriate resources where required.
- Represent the Section 151 Officer, in ensuring the proper administration of financial affairs within the service Directorate including compliance with professional standards, statutory responsibilities, and financial regulations/Standing Orders.
- To ensure the service Directorate has considered and is managing financial risk and that there are adequate reserves and provisions, reporting exceptions to the Head of Finance as necessary.

6. Continuous Improvement

- To participate and support the Head of Finance in the provision of financial input to the transformational agenda across the Council, providing a lead where directed.
- Develop and 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.
- To support the Finance Senior Management Team in the development and delivery of the Division's Service Plan and in improving the Finance service offer to the rest of the Council.

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 be expected to attend senior management team meetings, member briefings, committees and other stakeholder forums as directed or to deputise for the Head of Finance.

- 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. Where appropriate, and in conjunction with other service providers, to undertake joint planning of service delivery and/or for the closer integration of service provision.
- 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.

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 Medium Term Financial Stategy saving targets.
- Staff performance & productivity metrics.
- Any other role specific KPIs as agreed

B. Person Specification

Strategic Finance Business Partner

This person specification will be used for recruitment to the Finance Business Partner (Lead) 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.

1. QUALIFICATIONS	**ESSENTIAL** ✓	**DESIRABLE** ✓
Fully qualified Accountant - CIPFA, ACA, ACCA, CIMA	✓	
Educated to degree level or equivalent	✓	
A minimum of 2 years post qualification experience	✓	
Evidence of post qualification continuing professional development	✓	
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	**ESSENTIAL** ✓	**DESIRABLE** ✓
Able to work flexibly to meet the needs of the service including attending evening meetings as required	✓	
3. EXPERIENCE	**ESSENTIAL** ✓	**DESIRABLE** ✓
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	✓	
Comprehensive understanding of statutory and regulatory financial framework for local government	✓	
Experience in a management role in a multi-disciplinary organisation, with direct management experience of leading a small team in areas of service finance	✓	
Evidence of devising successful financial strategies in an operational finance setting, both within service areas and cross-cutting service and directorate boundaries.	✓	
Demonstrable experience of managing significant budgets in a comparable public sector organisation within tight financial limits	✓	
Experience of building partnerships and working effectively with a range of internal and external stakeholders, and working across service boundaries	✓	
Experience of providing sound strategic and long-term financial advice and challenging long-term decision making.	✓	

Experience of implementing cross-cutting changes and participating in change management programmes and complex projects	✓	
Experience and understanding of working in a political context together with the legal and financial constraints of working in a local authority	✓	
4. KNOWLEDGE & SKILLS	**ESSENTIAL** ✓	**DESIRABLE** ✓
Knowledge of accounting principles and practices necessary to provide financial control and direction necessary to support the Section 151 statutory responsibilities at an operational level.	✓	
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.	✓	
Strong analytical 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.	✓	
Advanced technical financial skills such as capital investment appraisal, options appraisal, financial modelling, benchmarking, and appropriate financial inputs into business Cases.	✓	
Ability to extract and manipulate relevant financial data from the core financial information systems.	✓	
Advanced Microsoft Office skills and evidence of applying these in practice.	✓	
Demonstrable ability to provide constructive challenge and to exert influence at a senior level.	✓	
An understanding of the specific financial and business context facing the service Directorate and the relevant legislative requirements.	✓	
Ability to empower and motivate employees, encourage the effective use of delegated responsibilities and gain ownership for a clear division and direction in Corporate Finance.	✓	
Ability to promote and maintain high standards of professionalism, integrity and probity through personal conduct, use of appropriate procedures and compliance with standards.	✓	

Our values
Respect We appreciate what makes us different and include everyone. • We recognise that we all have unique talents, skills and experiences. • We provide a professional service to our residents and colleagues and lead by example. • We celebrate diversity and ensure our working practices are inclusive.
Collaborative We believe in the power of working together. • We work collaboratively as one council. • We promote creativity and innovation to improve outcomes for all. • We recognise the strength of sharing knowledge and experience.
Efficient We deliver the best possible outcome by carefully managing our resources. • We are empowered to deliver the most efficient outcome. • We harness new technology and tools to deliver our services efficiently. • We look after our finances and maximise value for money for residents.
Integrity There is no gap between what we say and do. • We choose what is right over what is easy. • We trust and support each other to get the job done. • We are responsible and accountable for our actions, both good and bad.
Open and honest We are transparent in the actions and decisions we take. • We provide a safe space to have truthful discussions in a positive way. • We encourage constructive feedback without fear of judgement.