



**West  
Northamptonshire  
Council**

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## **JOB DESCRIPTION**

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<b>Directorate:</b>	<b>Finance</b>
<b>Job Title:</b>	<b>Assistant Finance Business Partner</b>
<b>Location:</b>	<b>Lodge Road, Daventry</b>
<b>Grade:</b>	<b>Spot</b>
<b>Salary:</b>	<b>£32,285</b>
<b>Section:</b>	<b>Accountancy – Technical Services</b>
<b>Reports to:</b>	<b>Senior Finance Business Partner</b>
<b>Responsible for:</b>	

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## **JOB PURPOSE**

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This post is located in the Professional Accountancy Technical Services Team supporting West Northamptonshire Council. The Accountancy Technical Services Team are the technical business partners responsible for:

- Closure of Accounts
- IFRS Accounting
- Preparation of working papers
- Ensuring that the Statement of Accounts is produced in accordance with statutory deadlines and regulatory and statutory requirements
- Dealing with year-end audit queries

Management of all capital activity and a variety of accountancy related activity including aspects of final accounts, budget preparation and monitoring, and reconciliations. Reconciliation of the Council's bank accounts.

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

The Council has offices in Daventry, Towcester, and Northampton, and the post holder may be required to work at any of these offices.

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## PRINCIPAL ACCOUNTABILITIES

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1. Develop and produce the Council's capital management practices in accordance with the regulations contained in the CIPFA Code on Treasury Management in Public Services, the CIPFA Prudential Code, and the MHCLG Statutory Guidance on Investments.
2. To use professional judgement to advise officers on expenditure that can or cannot be capitalised, and to monitor accounts to identify and transfer expenditure that has been erroneously allocated to either capital or revenue.
3. To review and challenge capital project bids and revisions and build and maintain the Capital Programme and slippage.
4. Liaise with service teams and finance officers to establish spending profiles and monitor spending and income patterns on a regular basis report the capital monitoring position to Councillors quarterly.
5. The preparation and monitoring of revenue budgets including capital charges and bad debt provisions in accordance with correct accounting procedure.
6. Preparation of the capital, creditors, debtors and leasing aspects of the Final Accounts and associated notes in accordance with the CIPFA Code.
7. Ensure all final accounts information is produced in accordance with current accounting standards and codes of practice, variances are analysed, and working papers are completed in accordance with external audit requirements.
8. Ensure that relevant official registers, including the Asset Register, are maintained in accordance with CIPFA requirements.
9. Completion of capital statistical returns in accordance with Government requirements and deadlines.
10. Supervision of the creditors and debtors sections, ensuring that performance targets are delivered.
11. Dealing with members of the public and suppliers in person and over the telephone and providing cover for absences on debtors and creditors.
12. Overseeing and providing cover and support for the Construction Industry (tax) Scheme (CIS) and HMRC tax returns relating to that scheme.
13. Provide advice to officers and members on relevant technical areas such as the construction industry tax scheme (CIS) and capital expenditure.
14. To be responsible for completing the three-way bank reconciliation for all the Council's bank accounts, including the year end transactions for the Statement of Accounts and resolving unreconciled items.
15. To undertake any such other relevant duties as required.
16. All employees are expected to maintain high standards of customer care in the context of the Council's Values, to uphold the Equality Scheme and Health and Safety standards, and to participate in training activities necessary to their post.

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## **DATA PROTECTION ACT/FREEDOM OF INFORMATION**

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Working with manual and computerised systems, the Postholder will need to be fully aware, at all times, of their responsibilities under the General Data Protection Regulation 2016 and the Data Protection Acts of 1998 and 2018 for the security, accuracy and relevance of personal data held on such systems, and to be conversant with the implications of the Freedom of Information Act. The Postholder will also be required to be fully aware of, and comply with, the Council's Data Quality procedures to ensure that all management information is accurate and fit for purpose.

## PERSON SPECIFICATION

<b>JOB TITLE: ASSISTANT FINANCE BUSINESS PARTNER</b>		
<b>EDUCATION, QUALIFICATIONS AND TRAINING</b>	Essential (E)	Desirable (D)
<ul style="list-style-type: none"> <li>• 5 GCSE's (including Maths and English at Grade C) or above (or equivalent academic qualifications)</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Professional Accounting Technician part qualification (or equivalent relevant practical knowledge)</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Evidence of continuing professional development (e.g. attendance at relevant seminars, training courses and on-the-job training)</li> </ul>	E	
<b>KNOWLEDGE AND EXPERIENCE</b>	Essential	Desirable
<ul style="list-style-type: none"> <li>• At least 3 years' experience working within a financial environment</li> </ul>		
<ul style="list-style-type: none"> <li>• Reconciliation of control accounts</li> </ul>		
<ul style="list-style-type: none"> <li>• Experience of working to targets and strict deadlines with emphasis on achieving performance targets</li> </ul>		
<ul style="list-style-type: none"> <li>• Sound knowledge and experience of using computerised financial systems and spreadsheet applications and able to carry out advances calculations</li> </ul>		
<ul style="list-style-type: none"> <li>• Experience of providing accurate information to managers and auditors</li> </ul>		
<ul style="list-style-type: none"> <li>• Experience of providing financial advice and support to non-financial managers and responding effectively to complex queries from non-financial managers.</li> </ul>		
<ul style="list-style-type: none"> <li>• Knowledge of debtors and creditors including sub contractors taxation (CIS)</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Understanding of budget preparation, monitoring and control techniques</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Knowledge of 'Best Value' principles and processes</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Knowledge of capital accounting requirements in local government including relevant accounting and reporting standards.</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Working knowledge of relevant local government legislation and technical regulations relating to capital, creditors and debtors.</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Understanding of how local government works, including the specific complexities of local government finance, and the major influences and challenges it faces</li> </ul>		D

• Experience of Local Authority Accounting		D
• Experience of completing Government and statutory returns		D
• Experience of capital accounting		D
• 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		D
• Experience of initiating and introducing changes in work practices, systems and procedures to improve service efficiency		D
• Experience of using Agresso		D
• Experience of staff supervision, including appraising and recruiting staff		D
• CCAB or CIMA Professional accounting part qualification		D
<b>ABILITY AND SKILLS</b>	Essential	Desirable
• Ability to work on own initiative and resolve operational problems with minimum supervision	E	
• Ability and attitude to act as an effective team member	E	
• Capable of prioritising conflicting demands in relation to workload of self and others	E	
• Ability to plan and manage personal work programmes to tight timescales and work effectively under pressure	E	
• Ability to interpret, assimilate, translate, advise on, and implement complex legislation/regulations	E	
• Able to produce and clearly explain reports and financial management and statistical information to operational managers, auditors (internal and external) and other staff	E	
• Effective communication skills (written and oral)	E	
• Able to provide a customer focussed service and negotiate and deal effectively with internal and external customers	E	
• Ability to work on own initiative and resolve operational problems with minimum supervision	E	
• Numerate, accurate and methodical	E	
• Ability to identify and solve problems	E	
• Presentation skills		D
<b>SPECIAL REQUIREMENTS</b>		
• Ability to travel to all areas of the County	E	