



**West
Northamptonshire
Council**

JOB DESCRIPTION

Directorate:	Finance
Job Title:	Senior Finance Business Partner
Location:	One Angel Square, Northampton
Grade:	Spot
Salary:	£44,228 - £49,887
Section:	Accountancy – Technical Services
Reports to:	Strategic Finance Business Partner
Responsible for:	Finance Business Partners, Accountants/Assistant Finance Business Partners

JOB PURPOSE

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

The role of the Senior Finance Business Partner is to lead the provision of a timely and robust closedown process, an efficient and effective audit, and delivering a true and fair view audit opinion. This is a high-profile role and requires good management skills to ensure finance services provided are efficient and professional.

A Senior Finance Business Partner is expected to lead and manage members of the Finance team that may include Finance Business Partners and Assistant Finance Business Partners/Accountants

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

The Council has offices in Daventry, Towcester, and Northampton.

PRINCIPAL ACCOUNTABILITIES

1. As a member of the Strategic Finance Business Partner's management team, contribute to the overall strategic and operational management of the provision of Financial Services to the Accountancy Team.
2. Manage, motivate and develop staff within the team, providing support to ensure that priorities are identified, objectives achieved and to enhance the overall level of performance and morale.
3. Ensure effective and ongoing implementation of the Council's Performance Appraisal and Development Programme (PADP) within the finance team.
4. Ensure that services perform their duties and functions in fulfilment of their financial statutory obligations, keeping abreast of the Councils changing legal obligations, mandates and responsible for ensuring relevant compliance with the Council's Financial Procedure Rules and Codes of Practice.
5. To manage the provision of financial support on obtaining and securing financial resources including the assessment of business options, including interpreting/analysing complex financial and non-financial information.
6. Support the development of improved financial awareness of elected members, budget managers and staff through the development and organisation of management training.
8. Deliver Customer Satisfaction levels to support the Finance Business Partner business plan and deliverables.
9. Support the closedown of the accounts schedule including by managing work streams, preparing working papers, dealing with audit queries and reviewing processes and timescales to enable deadlines to be met.
10. To manage finance projects assigned by the Strategic Finance Business Partner.
11. Deputise for Strategic Finance Business Partners in their absence where appropriate.

DATA PROTECTION ACT/FREEDOM OF INFORMATION

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

JOB TITLE: SENIOR FINANCE BUSINESS PARTNER		
EDUCATION, QUALIFICATIONS AND TRAINING	Essential (E)	Desirable (D)
<ul style="list-style-type: none"> • CCAB Qualified (or recognised professional accounting qualification) 	E	
<ul style="list-style-type: none"> • Be committed to and have evidence of ongoing professional development as required by the membership of their professional body 	E	
<ul style="list-style-type: none"> • Appropriate Management Qualification 		D
KNOWLEDGE AND EXPERIENCE	Essential	Desirable
<ul style="list-style-type: none"> • Proven staff leadership and management experience 	E	
<ul style="list-style-type: none"> • Proven experience in the areas of Financial Planning, Control and Reporting 	E	
<ul style="list-style-type: none"> • Experience in the development of Financial Processes 	E	
<ul style="list-style-type: none"> • Evidence of developing and delivering financial training to officers and members 	E	
<ul style="list-style-type: none"> • Proven experience of communicating effectively with professional and technical finance staff and operational managers. Ability to negotiate and influence at a high level 	E	
<ul style="list-style-type: none"> • Understanding of how local government works, including the specific complexities of local government finance, and the major influences and challenges it faces 	E	
<ul style="list-style-type: none"> • 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 	E	
<ul style="list-style-type: none"> • Experience of working at a professional level within a local government organisation 		D
<ul style="list-style-type: none"> • Demonstrate direct experience of working in partnership with private, public and voluntary organisations 		D
ABILITY AND SKILLS	Essential	Desirable
<ul style="list-style-type: none"> • Able to lead, inspire and motivate a range of employees and generate a positive working environment 	E	
<ul style="list-style-type: none"> • Ability to analyse and address complex issues including the need to deliver different support to different service elements. 	E	
<ul style="list-style-type: none"> • Ability to apply innovative and creative thinking to complex service challenges 	E	

• Committed to corporate and collegiate working across the services of West Northants.	E	
• Enthusiastic, not easily deterred and able to convey enthusiasm to others	E	
• Demonstrate the ability to communicate, both written and oral, complex financial issues to non-financial managers, senior managers and external organisations	E	
• Well developed IT skills (spreadsheet, powerpoint, general ledger packages including reporting)	E	
• Ability to constructively challenge budget holders to take a corporate approach to finance issues	E	
• Ability to work with others to reach a common goal	E	
• Ability to provide professional leadership to colleagues	E	
• Ability to maintain high levels of performance under changing conditions, tasks, responsibilities or people	E	
• Ability to plan and organise time and resources to ensure that deadlines and agreed targets are met with minimum supervision	E	
• Ability to constantly review and improve processes and information for budget managers and senior management to aid decision making	E	
• Experience of delivering training to small and large groups of people		D
SPECIAL REQUIREMENTS		
• Ability to travel to all areas of the County		D