

## JOB DESCRIPTION

### Senior Finance Business Partner

<b>Post Title</b>	Senior Finance Business Partner
<b>Salary Grade</b>	M
<b>Hours</b>	Up to 37, other hours considered
<b>Location</b>	One Angel Square, Northampton
<b>Reports To</b>	Strategic Finance Business Partner
<b>Service Area</b>	Finance
<b>Purpose Of Post</b>	To manage and develop the provision of accountancy, monitoring and financial advice in order to discharge statutory responsibilities on behalf of the S151 Officer and support budget managers across all service groupings.

### CORPORATE RESPONSIBILITIES

#### Customers & Partners

Responsible for:-

- Engaging with and building positive relations with customers to ensure that their requirements are at the heart of the design and delivery of services in accordance with the Council's customer strategy.
- Delivery of the one County Council brand, enhancing the overall reputation of the service.
- Ensuring that the service delivers long-term positive outcomes locally for people and communities. Build and promote successful partnership working across all sectors and with service users to deliver more cost effective and valued services. Commission effective and efficient services which meet the goals and objectives of the service.
- Ensuring that the needs of service users are met by demonstrating behaviour which fosters equality of opportunity in service provision and employment.



### **Managing Services**

Responsible for:-

- Ensuring that the service performs its duties and functions in fulfilment of its statutory obligations. In pursuit of this responsibility, managers need to ensure that they, and their relevant staff, keep abreast of the Council's changing legal obligations and mandates. Responsible for ensuring relevant compliance with the financial regulations and standing orders of the Council.
- The management of those services and functions that are set within the direction of this post. Demonstrate cross-organisational team working, and across boundaries with other agencies and partners, to improve services and solve problems in a coherent and integrated manner.
- Ensuring that relevant and best professional advice, guidance and information is available in an intelligible and timely fashion to the Council's leadership. As well as other stakeholders.

### **Managing People**

Responsible for:-

- Demonstrating the Council's managerial leadership competencies – providing purposive and positive leadership, acting with openness, honesty and integrity, and instilling a clear sense of direction, priority and pace. Managing people in an inclusive way to deliver strategic and operational objectives.
- Ensuring that effective arrangements are in place to secure the overall well-being and the health & safety of all employees and people delivering services for the Council.

### **Performance, Finance and Risk**

Responsible for:-

- Managing a performance culture that delivers results through rigorous challenge, disciplined execution and continual improvement. Managing the improvement of corporate and service performance by ensuring that resources are targeted on business priorities and meeting customer needs
- Improving the overall management of resources (financial, human and other). Discovering new ways to reduce the cost of services to taxpayers and their overall productivity and value for money to service users through a range of approaches.
- Ensuring that effective risk management arrangements are in place to minimise the Council's exposure to risk and uncertainty.

## PRINCIPAL RESPONSIBILITIES

- 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 Service, Support or Operational Area.
- 2 - Manage, motivate and develop the staff within the team providing financial support to ensure that priorities are identified, objectives achieved and to enhance its 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 - To support Services, partners and, if appropriate, Councillors to improve their performance through the provision of financial advice relating to planning, control, process and management issues.
- 5 - To manage the provision of financial support on obtaining and securing financial resources.
- 6 - To manage the provision of financial support on short, medium and long term resource allocation to deliver the best use of resources, including Value for Money.
- 7 - To manage the provision of financial support on controlling and reporting the use of resources.
- 8 - Provision of financial advice to support projects assessing business options; including interpreting/analysing complex financial and non financial information, and communicating findings/recommendations to colleagues at all levels in order to support and make decisions.
- 9 - To maintain and develop financial systems and processes.
- 10 - In liaison with finance colleagues develop the improvement of financial awareness of non finance managers and staff.
- 11 - To manage finance projects assigned by the Strategic Finance Business Partner.
- 12 – Deputise for Strategic Finance Business Partners in their absence where appropriate.



<b>PERSON SPECIFICATION</b>		
Post Title:	Senior Finance Business Partner	
Grade	M	
Service Area:	Finance	
<b>ATTRIBUTES</b>	<b>ESSENTIAL CRITERIA</b>	<b>DESIRABLE CRITERIA</b>
Education and Qualifications	Qualified CCAB Accountant	Appropriate Management Qualification
Experience and Knowledge	<p>Proven staff leadership and management experience</p> <p>Proven experience in the areas of Financial Planning, Control and Reporting</p> <p>Experience in the development of Financial Processes</p> <p>Evidence of developing and delivering financial training to officers and members</p> <p>Proven experience of communicating effectively with professional and technical finance staff and operational managers</p> <p>Understanding of how local government works, including the specific complexities of local government finance, and the major influences and challenges it faces</p> <p>Have up to date knowledge of accounting policy such as; IFRS (International Financial Reporting Standards) Local Government Statement of Accounts, a broad knowledge of CIPFA codes of practice, Taxation and be able to interpret and apply as required.</p>	<p>Experience of working at a professional level within a local government organisation</p> <p>Experience in undertaking Value For Money projects</p> <p>Demonstrate direct experience of working in partnership with private, public and voluntary organisations</p>



Ability and Skills	<p>Able to lead, inspire and motivate a range of employees and generate a positive working environment</p> <p>Ability to analyse and address complex issues including the need to deliver different support to different service elements</p> <p>Ability to apply innovative and creative thinking to complex service challenges</p> <p>Committed to corporate and collegiate working across the services of the County Council</p> <p>Well-developed IT skills (spreadsheets, Powerpoint, general ledger packages, including reporting)</p> <p>Enthusiastic, not easily deterred and able to convey enthusiasm to others</p> <p>Demonstrate the ability to communicate, both written and oral, complex financial issues to members, non financial managers, senior officers and external organisations</p> <p>Ability to deliver high quality solutions within a highly pressurised environment.</p>	
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Equal Opportunities	Commitment to and experience of, promoting equality of opportunity in service delivery, employment or in the community, with an understanding of the issues underpinning these values	
Health & Safety	Understanding of and commitment to effectively implementing and promoting Health and Safety within team	