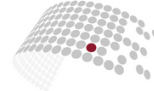




City of  
**Stoke-on-Trent**



CASTLEFIELD RECRUITMENT

# Candidate Pack

## Senior Business Partner

Feb 2024

## Job Description



<b>Job Title:</b>	Senior Business Partner
<b>Directorate:</b>	Strategy and Resources
<b>Section:</b>	Accountancy
<b>Responsible to:</b>	Strategic Manager – Financial Strategy and Business Partnering
<b>Responsible for:</b>	Services as Finance Business Partners for Service Directorates Area.
<b>Grade</b>	<b>Level 14 - £54,000 (Including market supplement)</b>

### Job Purpose

- To work within a commercially focused senior business partner team to provide financial and commercial advice and support across a range of directorates and transformational projects across the Council.
- To support and inform the overall Medium-Term Financial Strategy (MTFS) for the City Council as an integral element of the overall City Council financial strategy.
- To work directly with Directorate Management Teams and other internal and external stakeholders in the financial governance and control of the Directorate to achieve the Directorate's business objectives in support of the council's strategies and objectives.

### Key Duties / Responsibilities

#### **Strategic Management**

- To assist and support the Strategic Manager in providing strategic direction in respect of the overall corporate financial governance requirements of the City Council ensuring that all statutory requirements are adhered to and performance standards are met.
- To attend and contribute to directorate and divisional management teams providing financial and commercial advice on strategic and operational matters to support and influence decision-making.
- Support the development of capital and revenue business cases from strategic outline to full business case delivery, through assessment of the financial and resource implications of options being considered in support and delivery of the Medium-Term Financial Strategy for the directorate.
- To deputise for the Team Manager as required
- To deliver high quality, efficient financial services and regulations to support the delivery of corporate aims and objectives, ensuring at all times that the interests and responsibilities of the S151 officer are properly observed and complied with.
- Support and represent the city council's strategic objectives and translate those objectives into the delivery of directorate budget and service plans.

### **Service Quality**

- To deliver an effective, high performance, customer focused business partnering service that delivers and supports quality information to support effective decision making.
- Act as finance counterpart to budget holders, working as an 'equal', and develop the financial acumen of budget holders and deliver improved financial decision making.
- To maintain the required level of market intelligence and knowledge of key developments in order to develop most effective, innovative and forward-looking services delivery methods.
- To proactively support the management of financial and service performance of the directorates business plans and service reductions through the provision of high-quality financial advice, analysis and interpretation.
- To have a well-developed and current understanding of all aspects of finance, funding, service planning, value for money, risk management, quality assurance and performance management systems.

### **Performance**

- Focus on the strategic finance requirement(s) of the business, understanding the business plan/priority outcomes and what this means for budget holders and the wider MTFS.
- Monitor and challenge performance against plan, supporting the identification of remedial action.
- To ensure financial governance to facilitate the provision of timely and accurate financial reporting for the purposes of strategic and operational decision making, budgetary control, accounts closure and external financial reporting in consultation with other colleagues to meet the needs of service directors and their management teams.
- To take responsibility for any other duties as designated from time to time as falling within the remit of the department.

### **Resource Management**

- Contribute to the effectiveness of decision making by utilising and directing the financial support team.
- To assist in delivering proactive and innovative corporate financial developments to ensure that all functions within the Finance Team are appropriate to service requirements and demands.

### **Communications**

- To maintain effective communications to ensure that key stakeholders both inside and outside the Directorate are appropriately informed and involved.
- To ensure that the Finance Team fosters positive relationships with its own staff, customers, external and internal auditors, Elected Members, the rest of the directorate, other directorates and outside partners.
- To establish and maintain effective working relationships with key partners and stakeholders in Government, private, voluntary, community and education sectors to ensure they understand and assist our agenda.
- To consult and support the directorate by ensuring effective delivery of services within the financial position for the Council ensuring value for money and equating essential services with resources available.

### **Culture**

- To operate in an open manner and ensure that the Strategic Manager / Team Manager is kept informed in respect of key management issues and the Council's financial affairs.
- To promote the modernisation agenda particularly insofar as to achieve Value for Money across the Council.

## **Finance and Staffing Dimensions**

### Total Revenue and Capital Budgets

Expenditure £615,416,000

Income £519,719,000

Net £95,697

### Housing Revenue Account Budget

Expenditure £69,069,000

Income £69,069,000

Capital Programme £786,065,000

## **Key Result Areas**

- To assist in securing commercial and financially sustainable solutions in relation to the delivery of service redesign, transition to alternative service delivery models and the major and complex capital projects across the organisation.
- To proactively support the performance of the directorates business plans and services reductions through the provision of high-quality financial advice, analysis and interpretation. In particular, to support the directorate management team:
- To develop sustainable plans for cost reduction and income generation over the medium term in line with corporate objectives and priorities and targets.
- To provide specialist financial advice, options appraisals and innovative solutions to inform and formulate the council's Medium-Term Financial Strategy.

# Person Specification



**Job Title:** Senior Business Partner  
**Directorate:** Strategy and Resources  
**Section:** Accountancy

**Minimum Essential Requirements** - Evidenced by: **a:** application form **b:** test **c:** interview

	a	b	c
<b>Knowledge and Qualifications</b>			
Qualified Accountant with full current membership and CPD participation	✓		
Excellent understanding of local government finance in general and of specific issues relating to service area	✓		
Knowledge of the range of City Council strategic aims, outcomes and cross cutting themes	✓	✓	
Sound knowledge of corporate financial policies and strategies and ability to apply them.	✓		✓
Knowledge and experience of complex commercial contractual arrangements and payment mechanisms under alternative delivery models including procurement processes and knowledge of risk management and risk sharing protocols.	✓		

<b>Experience</b>			
Experience of formulating and implementing financial strategies in conjunction with service managers or commissioners.			✓
Experience of working with service leads or strategic commissioners to set and monitor budgets, providing advice on risks and mitigations	✓		
Political awareness and sensitivity coupled with a high degree of integrity and professional standards	✓		
Experience of managing or supervising staff	✓		
Demonstrable experience of working with external specialist providers/partners			✓

<b>Skills and Abilities</b>			
Good interpersonal skills and the ability to establish positive relationships with staff at all levels, Elected Members and external agencies, groups and individuals, that generates confidence, respect and trust	✓		
Ability to develop and present logical proposals for action which engage and persuade stakeholders		✓	
Ability to be analytical, to think laterally and creatively to solve problems			✓

Ability to analyse and correlate financial insights to present a balanced report of options, risks and opportunities		✓	
Ability to manipulate and interpret financial information to identify trends, risks, mitigations and propose action	✓	✓	
Ability to build strong influential relationships with professionals and leaders in other disciplines			✓
Ability to work flexibly and creatively to meet changing priorities			✓
Ability to apply corporate financial policies and strategies and ensure that others abide by these	✓		
Able to inspire confidence and engender consensus and commitment among operational managers and partners	✓		
Ability to bring to management boards perspective on current and future spend within agreed budgets			✓

<b>Personal Style</b>			
A personal and professional commitment to open communication, open mindedness, equal opportunities and diversity	✓		
A clear strategic thinker, able to make effective decisions in a complex and challenging environment		✓	
Degree of personal and professional probity, integrity and credibility that sustains the confidence and trust of Members, staff at all levels and external partners and stakeholders that foster a positive reputation for the Council			✓
An inclusive team worker who can foster partnerships, work collaboratively across boundaries and achieve performance and results through others	✓		