

Job Description

Job Title:	Senior Finance Business Partner
Directorate:	Resources
Section:	Financial Services
Responsible to:	Head of Finance
Responsible for:	Finance Business Partners / Service directorate support team including Assistant Accountant / Assistant Finance Business Partners

Job Purpose

To work within a commercially focused finance team to provide financial advice and support across a range of directorates and transformational projects across the Council. To inform and support co-ordination of the overall Medium-Term Financial Strategy (MTFS) for the City Council. To lead on financial strategies and integrity of financial information. To work strategically with Directorate Management Teams and other internal and external stakeholders in the financial governance and control of the Directorate to achieve the business objectives in support of the council's strategies and objectives.

This is a high-profile role and requires excellent management skills to ensure finance services provided are efficient and professional.

Key Duties / Responsibilities

Strategic Management

- To support the Head of Finance 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.
- Manage 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 Head of Finance as required
- To ensure delivery of 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.

Performance

- Deliver 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.

- To 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 directorate.
- To deliver an effective, high performance, customer focused business partnering service that provides quality information to enable effective decision making.
- To develop the financial acumen of budget holders and deliver improved financial decision making, identifying training needs as required.
- To maintain the required level of market intelligence and knowledge of key developments in order to develop the most effective, innovative and forward-looking service delivery models.
- To provide high-quality financial advice, analysis and interpretation to proactively support the management of financial and service performance of the directorates business plans and service efficiencies.
- To have a well-developed and current understanding of all aspects of finance, funding, service planning, value for money, risk management, quality assurance, performance management systems and update as necessary.

Resource Management

- To manage a high functioning and robust finance team to drive effective decision making..
- To deliver proactive and innovative corporate financial developments to ensure that all functions within the Finance Team are appropriate to service requirements and demands.

Communications

- To ensure that key stakeholders both inside and outside the Directorate are appropriately informed and engaged.
- 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 work in collaboration with the directorate to ensure effective delivery of services within the resources available for the Council, ensuring value for money and equitable decision making.

Culture

- To operate in a transparent manner and ensure that the Head of Service is kept informed in respect of key risks and issues.
- To promote accountability and responsibility to budget holders and Heads of Service in respect of the financial position.
- To foster a culture of continuous improvement within the finance team and wider organisation.
- To promote evidence based data driven decision making.

Key Result Areas

- To secure commercial and financially sustainable solutions in relation to service redesign, alternative service delivery models and major complex projects across the organisation.
- To proactively support the delivery of the directorates business plans and services reductions through the provision of high-quality financial advice, analysis and interpretation.
- 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.
- To ensure the directorate finance team provides efficient and effective financial advice and guidance to budget holders, Heads of Service and the directorate management team.
- To work in a politically sensitive environment, providing high quality financial information to members through reports and briefings.

Finance and Staffing Dimensions

Indirect

Total Revenue and Capital Budgets

Expenditure £685,354,862

Income £685,354,862

Housing Revenue Account Budget

Expenditure £98,790,680

Income £98,790,680

Capital Budget:

Capital Programme £677,341,000

Staffing

Up to 7 FTE

Person Specification

Job Title: Senior Business Partner
Directorate: Resources
Section: Financial Services

Minimum essential requirements – evidenced by: **a:** application form **b:** test **c:** interview

Knowledge and Qualifications	a	b	c
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 of complex commercial contractual arrangements or commissioning agreements, including procurement processes and knowledge of risk management and risk sharing protocols.	✓		✓
Political awareness and sensitivity coupled with a high degree of integrity and professional standards.			✓

Experience	a	b	c
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.	✓		
Experience of managing or supervising staff.	✓		
Demonstrable experience of working with external specialist providers/partners.	✓		✓

Skills and Abilities	a	b	c
Excellent interpersonal skills, with the ability to establish positive relationships with internal and external stakeholders that develops 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.			✓

Skills and Abilities	a	b	c
Ability to work flexibly and creatively to meet changing priorities.			✓
Ability to apply corporate financial policies and strategies and ensure compliance.	✓		
Able to inspire confidence and engender consensus and commitment among operational managers and partners			✓
Ability to provide reports to management boards in order to inform them of timely and relevant financial information to support effective decision making.			✓

Personal Style	a	b	c
A personal and professional commitment to open communication, equal opportunities and diversity.	✓		
A clear strategic thinker, able to make effective decisions in a complex and challenging environment.		✓	
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 manager and worker who can foster partnerships, work collaboratively across boundaries and achieve performance and results through others.	✓		✓