

Job Profile

Position Details	
Post	Business Partner
Service Area	Finance
Reports to	Member of Finance Leadership Team
Grade	PO8
Job Family	To be completed by HR

Role Purpose
<ul style="list-style-type: none"> • Ensure that Managers, Directors and Members, within a defined portfolio are provided with high quality strategic advice and direction on financial strategies, policy, standards, practices and legislative changes. • Pre-empt financial risks and issues, devise mitigations and solutions, and support the relevant service departments in the implementation of these. • Delivering a key role in support of the Head of Finance and Business Partnering in the Council's development of the Medium Term Financial Strategy, through advising, challenging and guiding senior colleagues across a portfolio; whilst ensuring that all the proposals comply with corporate policies and the Borough Plan. • Undertake longer term financial modelling and planning, ensuring that the Council benchmarks against the best in class in the pursuit of excellence. • Delivering effective management of the relevant team of accountancy professionals, acting as a mentor, providing excellent leadership, clear guidance on team priorities and ensuring that team members are adequately trained and adhere to continued professional development.

Main Responsibilities
<ul style="list-style-type: none"> • To support the Head of Finance and Business Partnering across a defined portfolio of service finance areas, working with Directorate Management Teams. • In the absence of the Head of Finance, provide Finance Representation at Priority, Programme and Project Boards, including transformation boards. • Work with Senior Managers to determine policy responses to Legislative and Demographic Change. • Review Benchmarking Information and Identify Action Plans for Savings. • To support services in identification of funding sources for projects and preparation of bidding documentation. • Partnership working and negotiation with organisations such as the GLA and CCG including pooled budget arrangements. • Ensure Expenditure is in Line with Corporate Priorities and that budgets are set on this basis. • Ensure budget monitoring position is understood and mitigating corrective action taken where an overspend is projected. • High Level Understanding of Costs and Benefits of Alternative Delivery Options. • Clearance of certain Committee Reports / Provision of Finance Comments. • In the absence of the Head of Finance attend Committee meetings.

- Key finance representative for senior internal and external stakeholders
- Support to the delivery of projects with a complex financial implications or financial support to strategic service projects.
- Oversee budget modelling to determine financial impact of future service demands, changes in legislation and other factors determining resource requirements.
- Working with external partners in building collaborative proposals and joint working arrangements and delivering positive outcomes.
- Ensuring the financial implication for Cabinet and other reports are robust and fully inform service and corporate decision making.
- Supporting the statutory accounts process and the delivery of the Council's statement of accounts, the external audit opinion and associated financial returns.
- Participate and network with external agencies and partners nationally.
- Ensure all direct and indirect reports have adequate supervision, training and support and ensure that tasks are allocated in line with current priorities and deadlines, and work is planned and carried out in accordance with deadlines.
- To sign off and authorise work completed by direct and indirect reports, ensuring that best practice is being followed and high standards maintained.
- Participate in all council staff management and development processes including appraisals, my conversation, finance forum etc.
- To Deputise for the Head of Finance and Business Partnering as may reasonably be required from time to time.

Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<ul style="list-style-type: none"> • Degree level or equivalent qualification or extensive relevant experience. 	E
<ul style="list-style-type: none"> • Membership of appropriate professional body by examination e.g. CIPFA, or other CCAB body; plus evidence of continuing professional development (CPD). 	E
<ul style="list-style-type: none"> • Excellent communication and analytical skills. 	E
<ul style="list-style-type: none"> • Ability to work with high level internal and external stakeholders. 	E
<ul style="list-style-type: none"> • Ability to exercise initiative and good judgement in delivering service and Council aims and objectives 	E

Main Contacts & Other Information

Main Contacts:

Other Information:

Organisational Structure

Attached

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
	X			
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				No (normally will not be required, but may occasionally be required)

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Y	100%	Use of a computer.	Y	100%
Audio typing.			Crisis or conflict situations.		
Walking more than a mile.			Manual handling.		
Working alone or in isolation.			Working in confined spaces.		
Driving a car, van or minibus.			Preparing or serving food.		
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.			Working in awkward positions, e.g. stooping, bending, reaching.		
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.			Operating heavy or hazardous machinery including forklifts, diggers or cranes.		
Regular and repetitive movements.			Working shifts / unsocial hours, nights.		
Outdoor work involving uneven surfaces.			Standing or sitting for prolonged periods.	Y	100%

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.			Working at heights / on ladders, roof work.		
Teaching, or responsibility for, children.			Outdoor work involving extremes of temperature.		
Electrical hazards.			Control and restraint.		

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:

Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:

Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:

Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:

Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:

Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability: