

Job Title	Finance Business Partner & Senior Finance Business Partner
Job Family	Specialist Services
Service Area	Support Services
Band	5 or 7
Job Reference	

Reporting to:	Responsible for:
Senior Accountant	None

Team Purpose

A team of finance specialists providing business like and professional support and advice to teams across the council, to improve performance and support them in delivering the council's ambitions. The team will undertake a range of functions including case resolution, statutory compliance, accounting and business support, treasury management as well as manage projects that deliver organisational and corporate objectives and manage demand by working proactively with internal customers.

Role Purpose

A finance specialist, providing a professional finance and accounting service with the highest possible standards of compliance, advice and support and resolving requests and cases. Deliver organisational changes and finance developments across the council in line with the corporate strategy. Develop appropriate levels of finance knowledge within the Support Services Case Management teams.

Key Accountabilities

This is a generic JD and the post holder will undertake some or all of the tasks outlined below
All levels;

- Ensure accurate, compliant and timely finance/accounting.
- Support the provision of fit for purpose finance policies, systems and procedures.
- Ensure statutory duties, policies, procedures and workflows for dealing with all Support Services requests are adhered to.
- Identify and manage risks within specialist area.
- Ensure strict confidentiality is maintained and data protection rules followed.
- Promote knowledge and understanding of case management processes and systems across the council.
- Identify improvements in customer and service provision.

Level 1 -Finance Business Partner

- Undertake more straight forward cases that require a good understanding of finance/ accounting or treasury management processes, regulations and legislation.
- Will refer to Senior Finance Specialist for advice and guidance on more complex cases.

Level 2 – Senior Finance Business Partner

- Undertake a broad range of more complex cases that will require very good understanding of finance and accounting, business processes, regulations and legislation.

- Ability to undertake projects and specific areas of work.
- Will only refer to Senior Accountant on ad hoc, none routine work/projects.

Appointment and progression through grades will be based on the needs of the business.

Key Objectives

Working with customers	Interacting and responding to internal customers through multiple channels. Working collaboratively with colleagues to improve customer service and highlight opportunities for empowering customers further. Able to assess issues to be resolved by Specialists / other teams. Building customer enabling opportunities.
Working towards the Corporate Plan	Understanding the Corporate Plan and how individual objectives support the delivery against the Corporate Plan.
Knowledge of services	Good understanding of the services provided across the council and a good knowledge of the terminology and acronyms used by the services.
Using systems effectively	Advanced skills in all Finance Management Support Services systems. Understanding and updating finance initiatives and policy. Managing the financial management systems that support the internal financial control mechanisms.

Specific Tasks

Case Management skills	Manage finance cases and requests, adhering to set timescales. Advising and referral of cases to Senior Finance specialists, Business Partners and case management teams where necessary.
Teamwork and working with others	Working with other specialists, acting as a champion for finance and other specialist areas in Support Services, advising, educating and supporting knowledge transfer between specialisms, across Support Services. Working to ensure seamless service to internal customers.
Enquiries, reports and service requests	Resolving finance cases through specialist knowledge and using developed communication techniques. Leading discussions with service leads (progression level only), carrying out research and collation of information. Writing and presenting reports regarding complex and contentious finance cases.
Processing and administration	Contributing to corporate project teams providing Finance specialist advice and project management expertise. Able to identify and develop opportunities for improving workflow / process and /or increasing customer self-serve or enabling; working on cases that require problem solving with customers. Access and accurately update all relevant information systems, both customer and back office, ensuring that data is updated and maintained through verification, and validation, and in accordance with Data

Specific Tasks

	Protection principles.
Strategy and policy	Recommending developments to council finance policies and contribute to the development of service strategy.
Performance	Contribute to the development of performance and quality control KPI's in Finance and Support Services.

Qualifications

Level 1

Educated to A 'level/NVQ 3 or equivalent level of experience in Finance
 Working towards professional qualification

Level 2

Member of Association of Accounting Technicians - AAT or equivalent

Knowledge, Skills and Experience

Level 1

Good working knowledge of finance and accounting.
 Working knowledge of finance developments and industry best practice.
 Experience of working with financial management systems.

Level 2

Extensive experience and knowledge of finance and accounting.
 Solid understanding of statutory and regulatory finance reporting and compliance procedures.
 Ability to undertake more complex finance project work.

Specialist Knowledge

Level 2

Knowledge and experience of development and delivery Finance training/ guidance.

Signed (Job Holder):		Date:
Signed (Service Lead):		Date:

The Way We Work Framework

Central to the delivery of the role are the Council's values (Fairness, Ambition, Empowerment) and behaviours and all employees are expected to work within the Council's 'The Way We Work Framework.' These are shared by all employees and applied to everything we do. The points for each behaviour are shown below:

Behaviours	Definition
Think Customer	Recognise and demonstrate an understanding that customers/partners and customer satisfaction are the foundations of the council's organisational success.
Think Colleague	Be willing to work as part of a team and work collectively towards achieving organisational goals
Think Different	Be willing to be adaptable and open to change, learning new things or take on new tasks as required. Display a 'can do' attitude
Take Pride	Recognise and celebrate your own success and those of your colleagues

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility. All employees are required to be flexible to undertake out of hours work as required, meetings outside office hours will be routine and officers will be expected to attend. This job description will be supplemented and further defined by annual objectives which will be developed in conjunction with the post holder.

This job description will be subject to regular review and the council reserves the right to amend or add to the details.

Key Policies

We are an equal opportunities employer and therefore all staff are expected to comply with our equality policies and help create a work environment in which everyone is treated with dignity, respect, courtesy and fairness. You are also expected to fully comply with Health and Safety Policies and procedures in force to help maintain and develop a safe working environment. In pursuing a practice of continuous improvement and seeking to obtain best value in all aspects of the service, staff will be expected to assist in other such duties as may be allocated for the benefit of the organisation and their own personal development. Staff will be expected to assist if the council has to deal with the results of a civil emergency.