

Job Description

Department:	Corporate Services
Division/Section:	Finance
Job Title:	Senior Finance Business Partner
Post No:	
Grade:	Grade 13
Reports to:	Various (see structure chart)
Direct Reports:	Various (see structure chart)
Structure Chart:	<pre> graph TD SD[Service Director- Corporate Finance & Ds151] --> FPCM[Financial Planning & Control Manager- Grade 14] SD --> CA[Chief Accountant- grade Hay 7] SD --> PFM[Project Finance Manager- grade 14] FPCM --> SA[Senior Accountant grade 11] FPCM --> QPMO[Quality & Performance Monitoring Officer (part time) x 2 grade 8] FPCM --> TA[Trainee Accountant- Gade 8] CA --> SBP[Senior Business Partner- grade 13] CA --> SAc3[Senior Accountant x 3- grade 11] CA --> AA[Accountancy Assistant grade 7] CA --> FRO[Finance & Resources Officer grade 8] </pre>

	<pre> graph TD SD[Service Director - Financial Management & Ds151] --- TAC[Trainee Accountant - Grade 7] SD --- H1[Head of Finance- Place & Economy Hay 7] SD --- H2[Head of Finance- Corporate Services Hay 7] SD --- H3[Head of Finance- Adults & Public Health Hay 7] SD --- H4[Head of Finance- Childrens & Education Hay 7] H1 --- SBP1[Senior Business Partner- grade 13] H2 --- SBP2[Senior Business Partner- grade 13] H3 --- SBP3[Senior Business Partner- grade 13] H4 --- SBP4[Senior Business Partner- grade 13- Childrens Social Care] H4 --- SBP5[Senior Business Partner- grade 13 (schools & Education)] SBP1 --- SA1_1[Senior Accountant x 3- grade 11] SBP1 --- SA1_2[Senior Accountant x 3- grade 11] SBP1 --- SA1_3[Senior Accountant x 3- grade 11] SBP2 --- SA2_1[Senior Accountant x 2- grade 11] SBP2 --- SA2_2[Senior Accountant x 2- grade 11] SBP3 --- SA3_1[Senior Accountant x 2- grade 11] SBP3 --- SA3_2[Senior Accountant x 2- grade 11] SBP4 --- SA4_1[Senior Accountant - grade 11] SBP4 --- SA4_2[Senior Accountant - grade 11] SBP5 --- SA5_1[Senior Accountant - grade 11] SBP5 --- SA5_2[Senior Accountant - grade 11] SA1_1 --- AA1[Accountancy Assistant- grade 7] SA1_2 --- AA1 SA1_3 --- AA1 SA2_1 --- FSO1[Finance Support Officer- grade 8] SA2_2 --- FSO1 SA3_1 --- FRO1[Finance and Resources Officer- Grade 8] SA3_2 --- FRO1 SA4_1 --- AA2[Accountancy Assistant (50 % transport)- grade 7] SA4_2 --- AA2 SA5_1 --- AA3[Accountancy Assistant- grade 7] SA5_2 --- AA3 </pre>
Job Purpose:	<p>To provide financial management within a specified service area to enable effective decision making to deliver policy outcomes within the organisation in accordance with the Council's Constitutional framework.</p> <p>A Senior Finance Business Partner must hold a rare blend of skills. The technical skills required for the role are fairly commonplace within finance teams so it is the interpersonal qualities and business like approach that will set them apart from other accountancy roles. They will build partnerships and maintain strong relationships with senior managers and their teams. They will be expected to lead on financial and resource matters; influence decision-making; improve the understanding of business performance; developing and delivering financial strategy; delivering analysis and insight on business opportunities; providing options and scenarios for sound business decisions.</p> <p>The generic job description allows the reallocation of a Senior Finance Business Partner resource appropriately across the Corporate Finance and Financial Management function to ensure the Councils financial integrity is maintained.</p>

Main Duties and Responsibilities:

1. Oversee the completion of activities associated with the council's financial cycle and council constitution in accordance with deadlines within the team as specified by the Head of Finance or Service Director.
2. Performance manage, direct and control the team's and own work priorities and conflicting deadlines to ensure that the financial cycle is not compromised and financial integrity is maintained in accordance with legislation and current accountancy and audit practice.
3. Deputise for the relevant Head of Finance in their absence, including attendance at, and contribution to, the Departmental Management Team etc.
4. Promptly bring to the attention of the relevant Head of Finance or Service Director any potential commitment, which is likely to exceed the funding in any plan or budget or financial irregularity, supporting the service manager to plan a suitable course of action.
5. Continuously develop and adapt the finance service to fulfil the changing requirements of corporate requirements, government policies, accounting codes of practice and changing legislation
6. Develop and implement systems and process to streamline financial functions and improve the

<p>quality, consistency, impact and understanding of reporting and to improve efficiency</p> <ol style="list-style-type: none"> 7. Undertake work on ad-hoc or special projects at the request of the relevant Head of Finance or Service Director 8. Attend meetings representing the service area as directed by the relevant Head of Finance or Service Director. 9. Provide a high quality customer focused service to customers, suppliers and Council directorates, ensuring that the team promotes a lead by example approach. 10. Provide analysis and deliver insight that links financial reports to business strategies and identify long term service pressures and developments and build into the budget strategy as part of the wider business planning process. 11. Support the relevant service in their strategic developments to improve their efficiency and value for money 12. Identify and model demographic and legislative trends and developments for the service are assigned to. 13. Undertake benchmarking and liaise with benchmark authorities and other authorities to ensure that best practice is followed. 14. Work closely with senior managers across the council to ensure joined up financial strategies for both revenue and capital. 15. Recruit (as required), train and develop the team, completing annual PDR's and managing any underperformance, conduct or absence issues in accordance with council procedures. 			
Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>		
Flexibility Clause:	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>		
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>		
DATE:	01-05-2023	COMPLETED BY:	Service Director – Corporate Finance and Service Director – Financial Management.