



JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

Standard Template

JOB TITLE:	Finance Business Partner		
GRADE:	Grade 10	SERVICE AREA:	Finance
JOB CODE:	RT334FINAG10		
REPORTS TO:	Lead Accountant/ Finance Manager	LOCATION:	Within Walsall Council
SPECIAL CONDITIONS:	• That in booking leave, regard is had to prevailing and ongoing workloads and deadlines and leave arrangements of key co-workers to ensure adequate team cover. • Occasional working outside normal office hours (e.g. meeting attendance, training, workloads etc.) • Member of CCAB/CIMA body and undertaking active CPD, or actively studying for a CCAB/CIMA qualification. • This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers.		

At Walsall Council, we believe that people are at the heart of everything we do. In our work, the way we listen and respond to our customers and colleagues will determine the way we grow and bring Council's vision to life. To succeed, we must push the boundaries of customer service and added value - outstanding is the new standard and the new routine. Using evidence-based insight into solving problems, managers will create an environment that provides opportunities for all individuals and communities to fulfil their potential. As leaders of people, managers will:

- *Work collaboratively to develop strong working relationships and provide a bridge between the council and the communities it serves;*
- *Embrace change and strive for improvement continuously;*
- *Provide value for money to ensure services are delivered in a timely fashion, combining sustainability with quality;*
- *Challenge the status quo, enable and empower, act with integrity.*
- *Together, they will deliver services that the people of Walsall will be proud of.*

1. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.
- Through personal commitment and clear action, the post-holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This

includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.

- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

1. Main purpose of the job role:

- Delivery of a comprehensive suite of professional financial business partnering services including strategic financial advice, specialist and technical financial support, supporting services with financial and resource management, grant & internal financial control management and support the compilation of Statutory Annual Accounts.
- Build on and improve the finance business partnering approach to ensure good financial management is maintained by sharing best practice.
- Contribute to business intelligence and support benchmarking initiatives that enables value for money and informed decision-making.
- Objectively and constructively challenge to achieve solution driven outcomes
- Understand customer needs and priorities and provide a service, which achieves high customer satisfaction.
- Assisting with the delivery of the Section 151 Officer's statutory responsibilities in support of the Council's operating model. Ensuring that internal control are established and working to meet S151 responsibilities.
- To identify, develop and support opportunities and initiatives to transform the delivery of services across the Council.
- To ensure financial control and governance is in place for service delivery.
- To provide added value financial advice and guidance for budget holders, managers and Directors in undertaking their resource management responsibilities.
- To provide financial advice and guidance for portfolio holders and members via regular portfolio briefings; enquires; training, production of financial reports and attendance at scrutiny meetings in a technical finance capacity.
- To develop business cases and options appraisals in support of business objectives & outcomes.
- To identify, investigate and support the reduction of cost pressures, saving opportunities and solutions through robust business cases. To develop and maintain effective working relationships to support co-operative ways of working, effective decision-making and management of financial resources.
- To effectively manage yourself and support to Accountancy Officers and Apprentices were appropriate, including ensuring
 - Deadlines are effectively managed, prioritised and met
 - Adequate staff cover to ensure maintenance of an effective finance service both within the team and across the finance service where appropriate
 - Resources aims, objectives and priorities are met
 - Performance is maintained, managed and reported in line with APC guidelines
 - Service improvement, change management and process developments are implemented
- To collaborate with external partners and agencies as required.
- To deputise, in the absence of or in place of, the lead accountant, or Deputy Head of Finance where necessary
- Provide support for both internal and external audits.
- To ensure compliance to guidelines and legislation and giving advice to senior managers.
- All duties must be undertaken within the Council's Equal Opportunities policy and with regard to the Code of Conduct
- All duties must be undertaken within national and local Health & Safety Regulations policies on an individual and collective basis
- To understand and work at all times in accordance with Financial Contract Rules

- To act at all times with respect, integrity and professionalism ensuring customer needs are met and services are delivered effectively and efficiently.

2. Role specific duties and accountabilities: *please refer to [role of the manager](#) detail or advice & guidance document*

Horizon Scanning

- Support senior managers in the implementation of corporate initiatives
- Provide high level strategic financial advice in liaison with senior finance colleagues and service managers.
- Provide advice and financial input into the Council's financial planning processes including input and guidance into business plans and service improvement reviews under the direction of senior finance colleagues, utilising financial modelling, options appraisal and risk analysis tools and techniques as appropriate.
- Ensure that the Council's financial policies, procedures and governance arrangements are formulated, implemented, reviewed and adhered to in accordance with best practice, professional accounting standards and the Council's formally agreed security, liquidity and risk parameters
- Identify and report upon any financial risks resulting from changes in political, operational, technological or environmental factors
- Co-ordinate the preparation and submission of the Council's year end Statutory Accounts process including liaison with Audit (internal and external) on this and other Governance related issues
- Identify and support the business to become more commercial in its thinking
- Actively manage the continuous cycle of business re-engineering ensuring improvements across all functional areas to drive forward efficiencies by continuously adapting, designing, monitoring and reviewing working practices, procedures and systems, making suggestions and implementing improvements to enable continued development, including identifying and developing shared services opportunities.
- Actively manage the continuous review of technologies and replacement of financial systems to ensure working practices are updated to support the leading technologies.
- Being aware of potential risks / opportunities / changes in legislation. Supporting budget holders through mitigating these risks and embracing opportunities

Leading People

- Ensure compliance with guidelines, protocols, and legislation, and advising senior managers of effects of any amendments or issues arising
- Ensure staff are managed and supervised in order to deliver an effective finance service.
- Provide financial training on all strategic finance issues

Managing Resources

- Provide value added financial advice and support to all customers of the service
- Support an integrated approach by working across the service as required
- To provide comprehensive reports and briefings and active participation in meetings as a representative of finance
- To provide comprehensive reports and briefing and active participation in portfolio briefing and scrutiny reports
- Ensuring proper financial controls and governance arrangements are in place for all aspects of service delivery
- Co-ordinate the preparation and submission of the monthly/quarter finance and performance monitoring budgetary control process

- To actively contribute and participate fully in the efficient and effective delivery of all finance activities including
 - Final accounts and external audit liaison
 - Budget setting and estimate preparation including costing of savings and investment proposals
 - Medium term financial planning processes
 - Grant claims and administration in line with grant manual and protocols
 - Government and statistical returns including RO/RA forms,
 - Benchmarking data
 - Support to managers with their budget monitoring and forecasting processes
 - Input into Use of Resources, key performance indicators and national and local targets
 - Ensuring maximisation of external funding and income generation to support service delivery within current frameworks and with regard to the Authority's Accountable Body status
 - Treasury management policies and strategy including banking processes
 - To ensure that all external and internal income is maximised, correctly recorded, recovered and reported.
 - LIST IS NOT EXHAUSTIVE
- To support the council to achieve value for money in all activities
- Support and assist senior managers/budget managers in the use of One Source
- To ensure appropriate internal controls are established and working to meet s151 officer responsibilities
- To provide support to all internal and external audits ensuring compliance with all recommendations

Managing Performance

- Responsible for dealing effectively and proactively with customer comments, enquiries and complaints
- Develop and maintain effective working relationships with all council officers, customers and partners

Managing Self

- To effectively manage yourself to deliver the service priorities in line with APC guidelines
- Any other duties commensurate with the grade required to deliver and develop the service as it supports the council's vision, aims and objectives

4. Key Stakeholders and reporting lines

- This role will report to a Lead Accountant

Key Stakeholders (note this list is not exhaustive)

- Deputy Head of Finance, Head of Finance and Section 151 officers
- Service managers from Executive Directors, Heads of Service, Team managers to Cost Centre managers
- Politicians
- External bodies and agencies e.g. CCG, RRA etc
- Grant providers
- Officers in other local authorities
- Officers in the wider Council



JOB TITLE Finance Business Partner		GRADE: G10
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form =A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: <i>refer to corporate behaviours document</i>		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	A/I	3
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	I	3
Abilities/Skills: (refer to JE guidance document)		
Build and maintain strong productive relationships with the business and within finance to be an integral part of decision-making and a trusted advisor by working with the business to fully understand its strategic direction, priorities and outcomes.	A/I	3
Proven skills in the provision of business partnering support to customers and being able to adapt to differing customer needs as required.	A/I	3
Ability to produce robust business case development and financial benefits management by providing objective and constructive challenge to financial assumptions ensuring they are supported by the provision of ad hoc financial reports and financial models.	A/I	2
Extensive knowledge of local government financial policies, procedures and statutory regulations and how they impact on finance and governance.	A/I	2
Ability to understand and implement processes related to financial regulations and legislation.	A/I	2

Extensive specialist knowledge of business funding and resourcing mechanisms (e.g. grant controls, capital finances, demand led services projections).	A/I	3
Understand the financial implications and qualitative consequences of organisational change	A/I	2
Ability to think strategically, ensuring operational work plans contribute towards business and corporate objectives.	A/I	3
Strong communication, negotiation and interpersonal skills with the ability to deal with a variety of internal and external stakeholders in sometimes contentious and sensitive situations.	A/I	3
Ability to adopt an effective approach to complex problem solving, adapting to changes and develop effective solutions	A/I	2
Strong organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative.	I	3
Accurate and methodical in the preparation of complex documentation/data/information/ reports which are appropriate for a variety of audiences.	I	3
Ability to adapt behaviour and actions based on learning and be prepared to challenge and be challenged whilst remaining objective, calm, confident and composed under pressure.	A/I	3
Possess a positive and enthusiastic approach, seeking continuous improvement and supporting, developing and motivating others to achieve objectives.	A/I	2
Understand customer needs and priorities and provide them with a service they value which achieves high customer satisfaction	A/I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post.	I	3
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		
Extensive experience of working within and providing financial support services to a large or public sector organisation (preferably Local Authority).	A/I	2
Extensive experience in Public Sector (preferably Local Authority) budgeting and accounting procedures.	A/I	2
Extensive experience in the use of financial modelling and options appraisal techniques, particularly the use of spreadsheets and business intelligence tools.	A/I	3
Experience in the management/supervision of staff.	A/I	2
Experience in providing excellent business partnering and customer services.	A/I	3
Experience of operating in a commercial manner.	A/I	2
Experience of working in a political environment.	A/I	2

Experience of building and improvement of the business approach towards good financial management by sharing best practice and maintaining own professional capabilities through enhanced business partnering skills.		A/I	3
Experience of providing business intelligence that enables managers to take soundly based policy and operational decisions, understanding their financial consequences and navigating through uncertainty		A/I	3
Significant experience of developing and managing service improvements, savings, and action plans.		A/I	3
Evidence of continuous professional development		A/I	3
Qualification: Specify any qualifications that are a minimum requirement, please include any			
Member of CCAB body undertaking active CPD, or actively studying for a CCAB/CIMA qualification.		A/I	3
Other Essential Requirements			
An awareness of, and commitment to, equality of opportunity		I	3
Awareness of, and commitment to, confidentiality and handling data		I	3
Prepared by:	Tracey Evans for DHoF's	Date: 3 December 2020	