

# Job Description



## Job Title: Senior Commercial Business Partner

**Department:** Resources  
**Service:** Strategic Finance  
**Section:** Commercial Finance  
**Grade:** I  
**Post reference number:**

### 1 Job purpose

**Our Vision** is to develop an efficient, effective customer focused finance service that supports managers across NCC to secure better outcomes for citizens and deliver the Council Plan.

The Commercial Finance Function will

#### **Provide insight**

Support managers to make sound financial decisions and achieve the best services possible in the current financial climate

Add value to business decisions and work closely with the business to develop service planning and support delivery

Identify business opportunities and support the business to develop them

Ensure that the commercial perspective is applied to all appropriate service delivery

Effectively challenge the strategic financial position of the business

#### **Deliver efficiency**

Implement standard processes, where appropriate, across all areas of our delivery.

Ensure an excellent finance service to all areas of NCC's business providing effective business partnering, supporting corporate directors and their budget managers to deliver their budget management responsibilities.

Ensure self-serve for managers across the organisation is operating effectively

#### **Improve compliance and control**

Support the effective governance of the authority through development of corporate governance arrangements, risk management and robust financial reporting

Agree clear deliverables with our clients in order to meet the expectations of the business in terms of financial accountability

## **The Role**

The post holder will inform and influence strategy and business decisions, to resolve problems and exploit opportunities in collaboration with managers in order to further policy goals by offering expert analysis and interpretation of financial information within the options available ensuring that added value is provided from the support and advice given

## **2 Principal duties and responsibilities**

### **Specific Duties**

#### **Knowledge**

1. Keep up to date with:
  - a. national and local issues and
  - b. new and changing legislation.

Interpreting the impact to the organisation and business plans of these changes/issues, providing financial advice, options and recommendations.

#### **Grants & Returns**

2. Be responsible for ensuring all statutory and non-statutory returns, including grant claims, contain accurate financial information and are completed on time and to standard.
3. Grants are maximised and exit strategies are in place.

#### **Working with the business**

4. Ensure that the forecasted financial position is an accurate and true reflection of the business position and be proactive in identifying:
  - a. Further training requirements of managers using the forecasting system;
  - b. What corrective action is required by managers and
  - c. Supporting managers in developing those actions.
  - d. Business risks.
5. Provide accurate and timely professional support; advice and robust challenge to programmes, projects, business cases and decisions:
  - a. Ensuring processes and procedures are in place to provide robust monitoring of the outcomes.
  - b. The appropriate use of techniques and regulations.
  - c. Value for money is maximised.
  - d. Support is proactive and creative.
6. Attendance at relevant boards and working groups.
7. Ensure that the professional advice given enables the Leadership of the organisation to make clear, informed policy and funding decisions through the appropriate constitutional process.
8. Support managers in the development, achievement and updating of business plans to ensure the robustness of the MTFP is maintained.
9. Deputise for the Strategic Finance Business Partner when required.

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**Generic Duties**

10. Support the S151 officer in achieving their duties and liaise with Internal Audit on areas of risk.
11. Ensure corporate timelines, standards and processes are applied to in the budget and closedown process.
12. To manage colleagues in line with corporate competency framework and undertake recruitment, training, development and performance management of staff, tackling any issues that may arise.
13. To liaise with other external organisations with regard to data collection, financial analysis and benchmarking.

**3 All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.**

**4 This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.**

**5 Numbers and grades of any staff supervised by the post holder: TBD**

**6 Post holder's immediate supervisor: TBD**

**Prepared by/author: C. Walters                      Date: 2 March 2016**

**Job title: Head of Commercial Finance**

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**Note:** This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.

I understand and accept the job duties and responsibilities contained in this job description.

**Signature:** ..... **Date:** .....

# Person Specification



## Job title: Senior Commercial Business Partner

**Department:** Resources  
**Service:** Strategic Finance  
**Section:** Commercial Finance  
**Grade:** I  
**Post reference number:** CSFINANAL001/7  
**Date:** March 2016

Areas of responsibility/ requirements	Requirements	Measurement				
		P	A	T	I	D
<b>Knowledge/ experience</b>	<ul style="list-style-type: none"> <li>• Significant experience of providing financial support and advice to a wide range of services in a large and complex organisation</li> <li>• Able to utilise a range of systems to produce easily understandable financial information</li> <li>• Experience of supporting decision making and delivering solutions through financial analysis and option appraisals</li> <li>• Awareness of current national and local issues relating to local government.</li> <li>• An understanding of accounting principles and practices and the applicability to local government accounts.</li> </ul>		✓	✓	✓	
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Qualified member of a CCAB recognised accounting body with diverse experience at a senior level within a local authority setting or qualified by experience.</li> <li>• Evidence of ongoing professional development.</li> </ul>		✓			✓
<b>Skills/abilities – interpersonal</b>	<ul style="list-style-type: none"> <li>• Ability to provide an innovative approach to the resolution of problems.</li> <li>• Ability to influence colleagues from other disciplines through strong negotiation and communication skills.</li> <li>• Ability to support the direction of service change and pursue opportunities both internally and with</li> </ul>		✓	✓	✓	

	<p>other organisations to aid modernisation of the service.</p> <ul style="list-style-type: none"> <li>• To lead by example in terms of a professional approach to work and positive influence on colleagues, taking personal responsibility for outcomes, delivering on promises made and delivering to a high standard.</li> <li>• Ability to work on own initiative with a minimum of supervision.</li> <li>• Ability to supervise including recruitment, training and staff appraisals, demonstrating leadership and motivational skills and encouraging teamwork.</li> <li>• Ability to assess risk whilst effectively developing and supporting services / strategic priorities.</li> </ul>		✓		✓	
<b>Communications and Team Work</b>	<ul style="list-style-type: none"> <li>• Ability to represent the service at relevant boards and committee meetings, conferences and seminars.</li> <li>• Ability to communicate effectively to both internal and to external audiences through various channels.</li> </ul>		✓			
<b>Work to promote mutual respect and good relations</b>	<ul style="list-style-type: none"> <li>• Understanding of and commitment to Nottingham City Council's Equality and Diversity Policy.</li> <li>• Experience of developing positive relationships with colleagues and partner organisations.</li> </ul>		✓		✓	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to work outside normal office hours to ensure deadlines are met</li> </ul>		✓			

**P:** Pre-application    **A:** Application    **T:** Test    **I:** Interview    **D:** Documentary evidence

**Prepared by/author:** Ceri Walters      **Date:** March 2016

**Job title:** Head of Commercial Finance