

Job title: Finance Partner – Shareholder Unit

Directorate: Finance & Resources

Service: Finance

Grade: TBC

Post reference number:

1. Job purpose

Our Vision is to develop an efficient, effective finance support to the Councils Shareholder Unit, supporting the improvement journey for companies' governance and achieving best practice.

This key role will join the Shareholder Unit team to meet the demands for higher standards of financial reporting and control, prudent management of risk without allowing this to blunt innovation; the ability to look backwards to report but be alert to what is happening now and project the future to plan.

The role will be responsible for Companies' Support, financial oversight of Companies reporting to the Executive Governance Committee, financial analysis of change events and proposals, support to the Councils Group accounting process, improvements in oversight and visibility of risk.

2. Principal duties and responsibilities

The role will hold the following principal duties:

1. Provide insight

To support the leadership of the organisation and managers to make sound financial decisions in respect of Shareholder matters and achieve the best services possible in the current financial climate

2. Improve compliance and control

Support the effective governance of the authority in respect of its companies through development of corporate governance arrangements, risk management and robust financial reporting.

In addition to the above, this role will be accountable for the following functions:

3. Companies Governance and Support

- Provide financial support and advice to Shareholder Representatives, Senior Management and Political Leadership regarding the financial position of Nottingham City Council's Companies Group
- Provide financial advice and support to maximise the benefit of Nottingham City Council's Companies Group structure and determine and set future financial strategic direction in relation to this

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- Monitor and evaluate each company's approach to risk management, recommending improvements where required
 - Monitor and evaluate the internal control environments of each company and recommend improvements where required
4. To be responsible for the financial support and advice regarding the Council's companies group structure.
 5. To provide high quality advice to the leadership of the Council and the Strategic Director of Finance and to influence the strategic direction of Company Governance, ensuring that plans reflect the wider financial context of the organisation, and balance the growth of companies.
 6. To provide financial support to inform Council decisions for major revenue and capital projects undertaken by the Companies, including representation on project boards and working groups obtaining specialist financial advice when required.
 7. To ensure the group of companies adhere to the Councils requirements for risk management, governance, and constitution.

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. All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered, and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

5. 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.

6. Numbers and grades of any staff supervised by the post holder:

N.A.

7. Post holder's immediate supervisor: Click once and type job title here

Prepared by/author: Ceri Walters

Date: December 2021

Job title: Head of Commercial Finance

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

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Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
Technical requirements	Significant experience of providing financial support and advice to a wide range of services in a large and complex organisation		✓		✓	✓
	Significant understanding of a range of technical financial services such as, taxation, capital accounting and cash flow modelling.		✓	✓	✓	
	Significant experience of leading the development of long term financial models and business plans.		✓		✓	
	Demonstrable, post-qualification experience in local accounting at a senior level		✓		✓	
	Able to plan and develop financial systems to produce easily understandable financial information		✓	✓	✓	
	Experience of developing financial strategy for a large and complex organisation		✓	✓	✓	
Work to promote mutual respect and good relations	Able to provide a service to a diverse range of service users, partner organisations, staff etc to promote good relations and equality	✓				
	Sophisticated understanding of equality issues and how they affect different sections of the community		✓	✓	✓	
	Experience of handling conflict and managing sensitive issues to achieve positive outcomes		✓		✓	
Qualifications	Qualified member of CCAB recognised accounting body or equivalent with diverse experience at a senior level within a commercial setting		✓		✓	✓
Leadership	Experience of motivating and developing others		✓		✓	
	Understanding the importance of and commitment to incorporating the public, private and voluntary sectors in service delivery		✓		✓	
	Ability to establish and develop monitoring systems for the continuous development of people and services					

	Ability to assess risk whilst effectively developing and managing services / strategic priorities					
Work Related Circumstances	Willingness to comply with the City Council's non-smoking policy.					
	Ability to work outside normal office hours					
	Ability and willingness to travel both inside and outside the council area as required					

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