

Job Title Head of Financial Business Partnering		Directorate/Division Financial Services	
Post No. PCG1102	Grade J	Service Finance Business Partnering	Location Oldbury or as required
Responsible to: Assistant Director Finance	Contacts Elected Members, Directors, Senior Officers, Employees, External Partners, Other Councils, Suppliers	Persons responsible for: <i>(May be presented in the form of an organisation chart)</i> Attach separate sheet	
		See attached structure chart	
Working hours 37 hour week Flexible working scheme applies		Special conditions I-procurement Order and Approval	
		Conditions of Service NJC	

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

Job Summary:

To be responsible for leading the Business Partnering function for the service areas under the remit of the post.

To play a key role in planning and developing the Council's financial strategy, budget setting and closure of accounts processes.

To provide strategic advice and expertise to Leadership Team and Elected Members to assist with policy decision and achieving the Council's transformation and improvement plans.

The role helps discharge Section 151 responsibilities and will be responsible for reporting on the financial performance of the services within the remit of the post and ensure a culture of effective financial management and stewardship of public funds.

Core Responsibilities

1. To take ownership at an authority wide, regional and national level, developing the strategies and priorities of the council, through engagement, consultation and negotiation with all stakeholders, utilising highly developed skills of persuasion.
2. To maintain and develop professional knowledge, skills, and experience to further enhance service delivery and support colleagues both within the service area and Council wide.
3. To have a detailed understanding of relevant legislation and underlying concepts and principles of Local Government Finance
4. To support the Assistant Director – Finance in the motivational leadership of the Business Partnering function ensuring clarity of direction, effective communication and the development of employee's full potential. This will include deputising for the Assistant Director – Finance where appropriate

To lead on the budget monitoring and reporting process for the services within the remit of the role and be responsible assisting the Assistant Director – Finance to incorporate the outputs within the relevant Corporate Reports to Corporate Leadership Team and Councillors

To take a proactive, strategic role in the identification and delivery of savings, income generation and commercial opportunities for the services under the remit of the post

To deliver accurate and timely closure of accounts for the services under the remit of the post

To monitor KPI's in relation to the Business Partnering service and work with Leadership Team to ensure the service adds value

To lead in the provision of strategic financial advice and support to key corporate projects to ensure delivery of the Council's corporate objectives

To support the development of the Council's Medium-Term Financial Plan

To take a lead role in ensuring financial procedures and regulations are effective across the Council and promote good governance, identifying and implement improvements where necessary

To lead on the training and development of both the Business Partnering Service and Budget Holders.

5. To design and deliver potentially contentious communications effectively to a range of audiences in support of all the service area activities.
6. To have highly developed time management skills that will ensure the compliance to demanding and challenging timescales.
7. To undertake detailed research and analysis to support all activities within the service area.
8. To devise and implement creative and innovative solutions to a wide range of challenges.
9. To undertake PPD / Appraisals with employee's within agreed timescales.
- 10 To be personally responsible for income generation or expenditure budgets and budget setting in accordance with the Council's financial and contractual regulations and procedures.
- 11 To develop and produce policies and strategies relating to the service area. Ensuring that all decisions are evidenced and supported by sound technical principals.
- 12 To produce and present accurate detailed and complex reports, articles and briefings both verbally and in writing on matters relating to the service area.
- 13 To support the Assistant Director – Finance with annual planning the service area to achieve objectives and service improvement.
- 14 To support the Assistant Director – Finance on service development within the service area ensuring that both strategies and services are fit for purpose and are future proofed (as much as possible) against changing circumstances.
- 15 To be accountable to the Finance Departmental Management Team for all policies, services and functions within the remit of the post.
- 16 To support DMT in formulating the strategic policy, direction and performance of services.
- 17 To take a strategic and long term lead on service development in the service area in order to ensure that both strategies and services are fit for purpose and are future-proofed (as much as is possible) against changing circumstances.
- 18 To provide advice, reports and briefings to elected Members, employees and external bodies on all matters relating to the service area and to ensure that policies, strategies and decisions are based on evidence and sound technical principles.
- 19 To oversee the management of budgets delegated to the post to deliver agreed outcomes and performance targets on time and within budget, in accordance with the Council's Financial Regulations and Procedures and Contracts Procedures Rules.
- 20 To hold regular performance management meetings with individuals to review performance and delivery of objectives within agreed timescales. To be proactive in implementing effective remedial actions ensure all objectives are delivered on time and within budget.
- 21 To undertake such other duties as maybe appropriate to achieve the objectives of the post or to assist the Council in the fulfilment of its corporate priorities commensurate with the post holders salary, grade, abilities and aptitude.
- 22 Work within broad functional policies and objectives.
- 23 To adopt a flexible working style to work across a broad range of area's and projects within the service area as required, working in collaboration with other team members and contributing to. Activities.

- 24 To adopt a collaborative, supportive, and challenging and, where appropriate, hands on approach, in providing advice, support and guidance on both established internal policy and external regulations or legislation to colleagues across the Council and to partner organisations.
- 25 To have regard at all times for matters of health, safety and welfare, equal opportunities and the safeguarding of vulnerable children and adults.