

Job Profile

Finance Business Partner

Overview	
Post No.	
Grade	MSO/MPO1 (subject to Qualification)
Directorate	Resources & Organisational Development
Service Area	Corporate Resources
Team	Finance
Reporting to	Strategic Finance Accountant and Business Partner

The Job

Responsible for the provision of finance Business Partnering in the delivery of Management accounting services to selected Services, and the coordination of Budget Preparation and Budget Monitoring Services to those Budget Holders. Embedding a Business Partnering ethos in service delivery.

Generic Accountabilities of the Role

Provision of financial advice

1. Provide financial advice and information to internal customers in the form and detail required by relevant accounting standards and the Chartered Institute of Public Finance and Accountancy (CIPFA) codes of practice and current legislation.
2. In the absence of other members of the team, provide financial advice as far as reasonably practicable.
3. As may be required, carry out appraisals of accounts of firms and individuals including applicants to the tendering lists and applicants for grant assistance.
4. When required, act as the finance representative on special projects including the provision of financial advice on procurement processes such as renewal of contracts, contributing to the financial aspects of project management as part of a multidisciplinary project team and designing a scoring methodology for the financial scoring of projects.
5. When necessary, provide guidance and training to the Finance Assistants on specific work areas which will involve the planning of processes and checking work for accuracy to ensure the work is completed correctly and within deadlines.

Support for Member and Officer meetings

1. Comment on the financial implications contained in draft reports for Members and advise accordingly.
2. Support in the compilation of reports to Members.
3. Attend officer working groups or other meetings with a view to providing financial information and advice on a range of issues.

Budget preparation and planning, Budget monitoring and Outturn reporting

1. Act as the principal point of contact in respect of the budget preparation process with services. Coordinate budget preparation for the service areas within the post holders responsibility in consultation with budget holders, to ensure delivery of overall final budgets for inclusion in the Corporate Plan.
2. Oversee the preparation of working papers by the Finance Assistants including salary estimates, recharges, inflation, and reviewing and researching changes affecting salary deductions and inflation rates.
3. Contribute to the Business Planning process by undertaking a financial appraisal of business cases, undertaking scenario planning, and providing input into the financial aspects of business case development, using modelling techniques to assess the financial implications to services and supporting Budget holders to allocate their resources effectively. Challenge Business Unit business case

assumptions and provide advice on viability. Update financial forecasts once approved for the purpose of Medium-Term Financial Planning.

4. Review and implement organisational structure changes and assess the impact on central support service charges.
5. Proactively look to improve the budget preparation process.
6. In consultation with Budget holders, monitor service budgets against actual income and expenditure, facilitating effective budget management, Effectively communicate significant variation and alert management to significant over and under spending, providing advice on necessary action. Utilise modelling techniques and trend analysis where required for the forecasting of variations. Escalating as appropriate In the event of significant variations, if required, to comply with Financial Regulations and Standing Orders (Contracts).
7. Oversee the input to monitoring statements and trading Accounts by the Accountancy Assistants.
8. Prepare relevant parts of budget monitoring reports and final outturn reports for presentation to Cabinet and the Council as required.
9. Act as the principal point of contact with services in respect of the final accounts process, and responsibility for Closure of Accounts to the outturn stage.
10. Through the monitoring process, identify and report weaknesses in Financial and Budgetary controls and compliance and make recommendations to resolve issues as and when they arise, working council-wide to provide guidance and support to services, FMS support and Payroll as issues arise.

Statement of Accounts and Financial Accounting

1. Maintain the service accounts in the General Ledger and prepare appropriate disclosure notes and working papers for the Council's Statement of Accounts, researching and implementing changes to these notes as necessary.
2. Liaise with the Council's internal and external Auditors as requested.

Fees and Charges

1. Assist and advise in revising fees and charges ensuring compliance with any Council guidelines. Where required, set up procedures involving designing and implementing a cost recovery system using activity-based costing techniques, where Fees must be set on this basis.

Partnership Accounting

2. To prepare and monitor Budgets for Census Partnership Accounts in liaison with partners.
3. Production of the Outturn figures for Mid Sussex share of Census Partnership Accounts requiring liaison with Lead partner. Research and implement changes to the statement of accounts and disclosure notes, ensuring the entries are correctly recorded in the Council's Accounts with relevant working papers and any associated liaison with Council Auditors.

Statutory Returns & Grant Claims

1. Responsibility for statutory returns, providing guidance to the Finance Assistant for completion as required to ensure changes are implemented correctly before submission to the relevant Government Department within the deadlines set. Check the accuracy of grant claims from other departments and preparation of audit working papers as required.

Other Duties

1. As designated act as the Council's VAT Officer.
2. As designated act as the Council's Charity Accountant.

3. Such other duties as reasonably required and agreed.

Professional and Personal Attributes

Qualifications Educational and Professional	<p>Be a qualified member of CIPFA or actively working towards qualification (Essential)</p> <p>Bachelors Degree (Essential)</p> <p>Examination of the Association of Accounting Technicians (AAT) or part-qualified member of an accountancy body which is a member of the Consultative (Desirable)</p> <p>Committee of Accountancy Bodies (CCAB). CIPFA preferably (Desirable)</p>
Knowledge	<p>Understanding of local authority best practice accounting and budgeting and current issues in local authority finance generally (Essential)</p> <p>Sound working knowledge of Microsoft Excel and Word and a computerised General Ledger (Essential)</p> <p>Advanced knowledge in using Microsoft Office 2010 (Desirable)</p> <p>Working knowledge of the “Civica Financials” Financial Management System (Desirable)</p>
Experience	<p>Recent experience in a local authority accounting and budgeting environment (Essential)</p> <p>Past track record of a positive and enthusiastic proactive attitude to advising and assisting service areas to achieve their targets (Essential)</p> <p>Past track record of proactively keeping senior colleagues and peers fully informed on matters pertinent to their responsibilities (Essential)</p> <p>Compiled service budgets and accounts (Desirable)</p>
Political Skills	<p>To have a practical understanding of the tiers of government, as well as capability to interact with the offices of Members, public committees, commercial and community partners (Essential)</p> <p>Able to act with political intelligence within the remit of their position and demonstrate local government expertise to advise Council representatives involved in political, community and public forums (Essential)</p>
Personal Behaviors	<p>A team player who is able to develop effective working relationships (Essential)</p> <p>Able and willing to manage multiple tasks simultaneously (Essential)</p> <p>Able to keep a cool head under pressure (Essential)</p>

	Positive, able to propose and deal with change, solutions-focused, self-confident and accurate (Essential)
Other	<p>Ability to work effectively to deadlines with the minimum of supervision and proven initiative (Essential)</p> <p>Able and willing to work by thorough research and providing supporting documentation (Essential)</p> <p>A genuine interest in achieving professional excellence in all aspects of the work (Essential)</p> <p>A genuine interest in achieving professional excellence in all aspects of the work (Essential)</p>

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not meant to be a detailed list of all duties and responsibilities which may be required. It will be supplemented and further defined by objectives set at appropriate times, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.