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| **Job Description** |



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| **JOB TITLE** | Finance Business Partner (FBP) | |
| **REPORTS TO** | Head of Finance Business Partners | |
| **DIRECT REPORTS** | (FBP - Adults – 4) (FBP - Children’s and Resources – 2) | |
| **INDIRECT REPORTS** | None | |
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| **PURPOSE OF THE JOB ROLE** | | |
| To support the council in providing services though high-quality Finance Business Partnering to Service Departments. This will include the provision of financial analysis and advice that is relevant, clear, timely and accurate. To manage a team of finance staff to support this role, and to contribute to the development of the wider finance team. | | |
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| **MAIN DUTIES AND RESPONSIBILITIES** | | |
| **Accountabilities for this role:**   * As a key member of the relevant directorates’ management team, provide advice and influence in relation to all financial issues affecting the services delivered by the directorate. Ensure that director and heads of service are fully aware of their responsibilities for effective financial planning and management. * Provide the director and heads of service with support and advice on budget planning, effective use of budgets, grant applications etc to ensure the directorate can demonstrate effective budget management and cost-effective service provision. * Lead the implementation of any corporate financial strategy, policy or procedural change within the directorate. * Understand the council services, and their revenue and capital budgets, and the key drivers of income and expenditure and to use this understanding to play a central role in development of the budget and the medium-term financial strategy, particularly regarding growth, savings, fees & charges and inflation. * Provide high quality budget monitoring to management and members, including evidence-based reporting on savings and insight and analysis of the key factors causing budget variances. Identify and implement creative solutions within the council’s financial rules/regulations/protocols. * Provide financial expertise to inform contract negotiations and work with services to ensure effective financial management of outsourced services. * Identify future budget risks and opportunities and ensure these are adequately planned for. * Provide advice to services on their income generating proposals, assessing viability and supporting implementation. * Work with service managers to develop achievable solutions to adverse budget variances and hold them to account for delivery. * Promote a commercial approach to financial management where appropriate. * Lead on the development of the financial aspect of complex business cases. * Develop a reputation of being a critical friend, through constructive professional scepticism. * Develop and maintain effective working relationships with all colleagues, including Members, Directors and Heads of Service. * Attend and present at Committee meetings when required to do so. * To complete, or co-ordinate the completion, of financial returns relevant to the services supported. * Understand and communicate the need for services to operate within the constitution, financial regulations, contract rules and all approved council policies and procedures. * Network with profession peer groups to ensure the council is aware of and capitalises on best practice. | | |
| This job description outlines the main duties and responsibilities but does not detail every task required for service delivery. You may be asked to take on additional duties at an equivalent level, on a temporary or permanent basis. | | |
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| **GENERAL RESPONSIBILITIES** | | |
| Standard responsibilities that apply to all council staff or specific groups are set out in the [Employee Handbook](https://www.rbwm.gov.uk/media/2074/download/), these include:   |  |  | | --- | --- | | * Corporate management * Information governance compliance * Whistleblowing * General Safeguarding Statement * Project and work management * Working in a team | * Risk management including Health & Safety * Business continuity * Equality of Opportunity * Our corporate values * Budget management * Specific responsibilities for managers |   Local operating procedures and specific activities/tasks will be supplied by the service. | | |
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| **PERSON SPECIFICATION** | | |
| **Qualifications/Education/Training** | | CCAB Fully Qualified Professional Accountant (CIPFA, ACCA, ICAEW, CIMA)  Commitment to CPD. Demonstrable Post Qualification Development.  Degree (desirable)  Evidence of management development (desirable) |
| **Experience** | | Up to date knowledge of Local Government finance.  Proficient in IT. Proficient in MS office packages, including Outlook, Teams, Word and Excel to an advanced level.  Proven experience of managing accountancy staff; managing, motivating and appraising staff.  Excellent communication and interpersonal skills both verbal and written.  Experience of communicating complex issues in a clear concise way.  Able to work strategically and operationally (understand and contribute to the big picture while leading on the technicalities). |
| **Skills, Abilities and Competencies** | | Able to manage and prioritise own workload and that of your team, work to deadlines, make independent decisions, work on own initiative.  Drive and commitment to provide an improving, flexible and seamless service to customers.  Flexible approach to working hours to meet and accommodate critical deadlines. |
| **Specific Working Requirements** | | May require occasional attendance at evening meetings including panels and forums. |
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| **OTHER/SPECIAL REQUIREMENTS FOR THIS ROLE** | | |
| **DBS check required for this role** | | Basic |
| **Is this role “politically restricted”?** | | No |
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| **ADDITIONAL JOB DETAILS** | | |
| **Job Grade** | | Grade 11 |
| **Directorate** | | Resources |
| **Service Area** | | Finance |