

## JOB DESCRIPTION

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| **TITLE:**  **POST NO:** | Finance Business Partner  PREF102167 |
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| **DEPARTMENT:** | Chief Executive |
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| **DIVISION:**  **UNIT:** | Finance, Revenue & Benefits  Corporate Finance Service |
| **RESPONSIBLE TO:** | Service Director Finance and Audit |
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| **GRADE:** | M8 |

**PURPOSE OF POST:**

As strategic finance business partner for delegated Council departments, you will work with Corporate and Service Directors and their staff to help formulate their strategies and actions to enable their successful service delivery within an approved financial envelope. As a key member of the Management Teams for these departments, contribute to the development of the departments and the achievement of their aims and objectives in the context of ongoing constraints in financial resources.

To lead manage and ensure the successful delivery of financial services for partner departments, while working corporately as a key part of the corporate finance service to ensure that the accounts are accurate, timely and consistent with corporate financial policy and practice, best professional practice and all pertinent legislation and financial regulations.

Contribute, through the Finance management team, to the development of the Council’s financial management, and the achievement of its aims and operational objectives.

**ORGANISATION CHART:**

Service Director Finance, Revenues and Benefits

Corporate Directors

**Finance Business Partner**

Finance Team

**PRINCIPAL RESPONSIBILITIES:**

**%**

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| 1. | Provision of strategic financial advice to departmental management teams and other senior managers within the departments for which the post holder has responsibility, in order to enable the successful developments of innovative and sound service strategies that can deliver excellent services for the people of Luton within budgets that continue to be constrained. | 25 |
| 2. | Take prime responsibility for ensuring the proper administration of financial affairs in all activities of the partner departments, as part of the Service Director Finance and Audit statutory responsibility for the proper financial administration of the Council as a whole. Ensure that the team manage and report on revenue, capital and balance sheet accounts effectively in accordance with accounting standards and Corporate Finance instructions and timescales, and that the team work seamlessly with Corporate Finance. Ensure that the Service Director Finance & Audit and Internal Audit are advised immediately of any suspected fraud or irregularity in the service or partner departments. Provide information to and work co-operatively with internal and external auditors as required. | 25 |
| 3. | Develop and maintain systems and processes for setting, maintaining and reporting statutory and operational performance indicators and targets and take early action to remedy deviations in performance, including responding to resolve complaints. Ensure that all financial risks are identified to the relevant Corporate and Service Directors, and that risk registers are maintained as required. Contribute to partner department Statements of Governance ensuring that any performance issues are addressed swiftly with the relevant Corporate Director. | 10 |
| 4. | Overall strategic management of the revenue and capital budgets for the partner departments including development, maintenance and monitoring in a manner which conforms to pertinent financial regulations, standing orders, codes of practice and in strict accordance with corporate practice and procedures as directed by the Service Director Finance and Audit and Corporate Director. Represent partner departments at all key budget meetings, including Scrutiny and Council. This will include the annual closure of the partner department accounts. Ensure delivery of accurate and prompt front-line support, problem solving and advice to cost centre managers within the directorate to ensure that budgets are profiled and used economically and efficiently within the principles of value for money. | 10 |
| 5. | As a member of the partner department Management Teams, contribute to the development and implementation of the Division/Department policies and plans. Participate in corporate and strategic groups and liaise at a senior level with Members and other senior stakeholders to contribute to and influence the development and implementation of the Council’s corporate policies and plans, including the medium term financial plan and budget strategy. | 10 |
| 6. | Ensure that all pertinent legislation and developments in professional practice are monitored and that early action is taken to interpret and analyse the impact of such matters for Luton Borough Council. Ensure that all financial bids and claims for external funding are made in a timely and accurate manner which seeks to maximise income to Luton Borough Council, to facilitate the development of the Service. Act as a principal project manager for change and delivering savings options in partner departments, working with the departmental management team, senior managers, and change leaders as appropriate, to produce options for change, to cost implementation and estimate savings, and to ensure delivery in line with budget. | 10 |
| 7. | Lead, manage, develop and inform employees within the finance business partner team to ensure the efficient, cost effective and responsive delivery of financial services and accounting services to customers. Contribute to the corporate management of the Finance service in its role of developing and implementing policy, reviewing operational and performance issues, problem solving etc. | 5 |
| 8. | Lead on the development of commercial and financial initiatives throughout partner departments, developing and driving through improvements. Ensure that all potential service developments in the partner departments are professionally reviewed by Finance, determine which proposals require full business cases, and lead on their development. Ensure that all operations within the departments that have a commercial aspect are based on sound business planning principles and that all partner departments’ business plans are constantly reviewed and updated. Write and present reports as required for partner departments’ management teams, Council Executive and Scrutiny Committees. Ensure that all partner departments’ reports to members of the Council and Corporate Leadership and Management Teams are signed off making sure that proper account is taken of all financial implications. | 5 |

**DIMENSIONS:**

**Supervisory Management:** Directorate Finance Team

**Financial Resources:** Budgets include:

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|  | Revenue | Capital |
| General Fund (Services NRE) | £210m | £163m |
| Housing General Fund | £50m | £30m |
| Housing Revenue Account | £40m | £68m |
| Foxhall Homes Limited | £1m | £13m |
| London Luton Airport Limited | £60m | £500m |

**Physical Resources:** N/A

**Other:** N/A

**CONTEXT:**

This post plays a key role both in the management processes of the partner departments and the financial management of the Council as a whole. The postholder will be a member of the Management Teams of the partner departments and will employ professional judgement to ensure full compliance with all statutory financial and accounting requirements, as well as with the Council’s Constitution.

The broad accountabilities outlined about give an indication of what is expected in the post, however these may be subject to some variation as accountabilities for contract payments and financial assessments and benefits are moved to other service areas.

A flexible, innovative, constructive and problem-solving approach is therefore an essential requirement of the post holder together with the willingness to respond constructively, quickly and accurately to considerable challenges and change.

The post holder is required both to provide a financial and management service to the partner departments, and ensure the continuous improvement of the Council's professional financial services, working closely with Senior Managers and Members throughout the Council.

The postholder will also be required to work with a number of external agencies, including Government departments, and other multi-disciplinary/organisational groups.

**Physical Effort:** N/A

**Working Environment:** Office and agile working as stated within HR policies

**Person Specification: FINANCE BUSINESS PARTNER**

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

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Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

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| **Please make sure, when completing your application form, you give clear examples**  **of how you meet the essential and desirable criteria.** | | | | |
| **Attributes** | **Essential** | **How Measured** | **Desirable** | **How Measured** |
| **Experience** | Substantial management experience.  Experience of working in a Local Authority or large organisation context.  Experience of strategic development in a financial context.  Substantial experience of preparing, profiling and monitoring budgets.  Experience of financial planning.  Experience of assessing and developing complex financial models and business cases. | 1, 2  1, 2  1, 2  1, 2  1, 2  1, 2 | Experience of working on partnership arrangements and other forms of business combinations including subsidiary companies.  Ability to prepare, develop and report on long term business plans.  Able to draft financial policies and procedures to enhance financial governance within the council. | 1, 2  1, 2  1,2 |
|  | Able to create and maintain effective team working.  Excellent oral and written communication skills  **C**  - Able to write complex report, documents and letters  - Able to communicate effectively at all levels including with members.  - Able to persuade and influence  Able to lead, motivate and develop employees in a pressurised environment  Strategic and operational planning skills. **C**  Able to develop effective approaches to delivering services to customers/clients of the Directorate. **C**  Excellent IT skills (in particular spreadsheets and financial systems) **C** | 1, 2  1, 2, 5  1, 2  1, 2, 5  1, 2  1, 2, 5 | Ability to work in matrix environment and negotiate the optimum outcomes for finance and council as a whole and subsidiary companies.  Ability to adapt and work through ambiguity and provide advice on options and solutions. | 1, 2  1, 2 |
| **Equality Issues** | Demonstrable knowledge and understanding of equality issues and legislation and its integration into service delivery. | 1, 2 |  |  |
| **Specialist Knowledge** | Detailed knowledge of external audit processes associated with securing bids and grants from public bodies. **C** | 1,2 |  |  |
| **Education and Training** | Membership of a recognised accountancy body (CCAB or CIMA) ~~or studying toward qualification~~. **C**  Evidence of continuing professional development. | 1,2,4  1,2,4 |  |  |
| **Other Requirements** | Able to attend meetings out of normal office hours ~~(up to 4 times per month)~~. | 1, 2 |  |  |

**(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)**

We will consider any reasonable adjustments under the terms of the Equalities Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council’s policies are reflected in all aspects of his/her work, in particular those relating to;

1. Equal Opportunities
2. Health and Safety
3. Data Protection Act (2018)