Job Description

Service:	Finance
Job title:	Finance Business Partner
Grade:	G
Hours of work:	37
Responsible to:	Senior Finance Business Partner
Responsible for	
Direct reports:	None
Indirect reports:	None
Budget:	None

Purpose of Post:

The role of the Finance Business Partner is to promote, support and develop the provision of financial data and analysis to the Council, so that it is able to complete and prepare accurate records of its income, expenditure, assets and liabilities in accordance with accounting standards and its Code of Finance.

The finance business partner will work with colleagues to provide high-quality financial support to directors, heads of services, and budget managers to ensure all financial data is captured, challenged, interpreted and correct. This is a key role and requires good communication and technical skills to ensure that finance services provided are professional and customer focused.

The post is part of the wider finance team and is responsible for:

- accountancy and financial reporting and stewardship of taxpayers' funds;
- strategic financial management;
- advice and support to budget holders;
- compliance with the Local Code of Financial Management; and
- driving efficiency and effectiveness throughout the Council, demonstrating the achievement of financial best value.

Key Deliverables:

1. To deliver the following services in an effective and timely fashion:
    a. providing insight, guidance and challenge to the preparation of revenue and capital budgets in discussion with Budget Holders and Heads of Service and according to the approved MTFS process.
    b. overseeing budgetary control and forecasting of capital and revenue expenditure.
    c. dealing with a wide range of dissimilar matters for major functions within each service and applying specialist knowledge gained through collaboration with budget holders; this will be different for each Council service and respective budget.
    d. challenging budget holders to ensure financial plans and forecasts are accurate and realistic.
    e. under the guidance of the Head of Finance and/or Senior Finance Business Partner, preparation of revenue and capital elements of the statement of accounts, including disclosure notes in line with statutory guidelines and liaising with external auditors to validate the accuracy of such.
    f. provision of specialist advice to officers ensuring compliance with the Constitution and Code of Financial Management and ensuring delegated levels of authority are adhered to.
    g. working with Services to develop and agree business cases, ensuring robust financial modelling for all scenarios and ensuring all risks are assessed and noted, including ongoing revenue budget impacts.
    h. completion of financial business appraisals, including creditor and risk assessments for partners and/or investments.
    i. oversight of grant claim completion and statistical return submissions, ensuring work is completed to meet external timeframes, including reconciliation to service records and resolution of any discrepancies. In many cases, these are of significant value and any errors will have both reputational and fiscal impact.
    j. reconciliation of financial data.
    k. calculation of internal cost recharges.
    l. participating in management boards to provide financial guidance and ensuring compliance.
    m. liaising with external organisations e.g., external auditors, organisations receiving grants, central Government departments and other local authorities.

2. To maintain the integrity of financial information through the use of the Tech One accountancy system by:
    a. ensuring accuracy of financial records.
    b. training service users in the use of Tech One.
    c. assisting heads of service and budget managers with the extraction and reporting of data from Tech One.

3. To undertake:
    a. such other duties as are appropriate to the nature and grading of the post as are required from time to time.

an appropriate programme of continuing professional development and attendance at, and contribution to, practitioner groups to keep abreast of regulatory changes and best practice initiatives.

	Essential (E) or Desirable (D)	Method of assessment
Knowledge and Qualifications		
The minimum knowledge required to undertake this role and any qualifications or training essential for the role		A - Application form; I – Interview; T - Test
Part Qualified CCAB or Full AAT (or equivalent experience)	E	A, I
CIPFA Level 7 in Business Partnering	D	A, I
GCSE maths and English at Grade 5 equivalent or above	E	A, I
Evidence of continuing professional development	E	A, I
Knowledge of Local Authority finance	D	A, I
Knowledge of Local Government Services	D	A, I
Experience		
Experience the person would need to do the job		A - Application form; I – Interview; T - Test
Budget monitoring	E	A, I
Completing financial reconciliations	E	A, I, T

Experience of both financial and management accounting	E	A, I, T
Using a financial management system	E	A, I
Experience of business partnering in a local government setting	D	A, I
Experience of using Tech One finance system	D	A, I
Skills and Abilities		
Specific skills the applicant would need to do the job		A - Application form; I – Interview; T - Test
Ability to self-motivate	E	A, I
Ability to work individually and as part of a team	E	A, I
Fully competent in the use of Office 365	E	A, I, T
Effective time management	E	A, I
Good communication skills	E	A, I
To work effectively with managers and staff, able to deploy persuasive and influencing skills	E	A, I
Decision Making and Impact on Others What impact the decisions made by the post holder would have on others across the Council	Financial Advice provided by Finance Business Partners to senior stakeholders may have lasting effects on financial pressure of the Council.	

Communication with Internal and External Customers What customers the applicant would be in contact with in the job	Internal customer contact 70% (Wider Finance Team, Budget Holders, Directors) External customer contact 30% (External Audit, Partnering Organisations)
Personal Attributes and Other Requirements In this section, please list any other qualities you are looking for from the applicant	We are looking for a self-motivated and dedicated Finance Business Partner that will fit well with our Finance Team and Budget Holders.
HDC values	The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team. **Inspiring:** We have genuine pride and passion for public service; doing the best we can for customers. **Collaborative:** We achieve much more by working together, and this allows us to provide the best service for customers. **Accountable:** We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers. **Respectful:** We respect people's differences and are considerate to their needs. **Enterprising**: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.

Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.