Job Description

Service:	Finance
Job title:	Senior Finance Business Partner
Grade:	H
Hours of work:	37
Responsible to:	Chief Accountant
Responsible for:	
Direct reports:	5
Indirect reports:	None

Purpose of Post:

The role of the Senior Finance Business Partner is to provide high-quality financial support to senior management and service managers, ensuring that we meet accounting standards and the Code of Financial Management whilst developing financial insight across the organisation. Using financial data and knowledge to underpin decision making is essential to the ongoing financial sustainability of the Council and this role is a key enabler of that, allowing managers to understand the "why" as well as the "what" of financial transactions.

The Senior Finance Business Partner will lead and manage the Finance Business Partner team to provide high-quality financial support and challenge to directors, service managers and budget holders to ensure all financial data is captured, questioned, interpreted and correct. This is a key role and requires good communication, technical skills and management 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;
- driving efficiency and effectiveness throughout the Council, demonstrating the achievement of financial best value; and
- leading on financial training for non-finance staff.

Key Deliverables:

1. To deliver the following services in an effective and timely fashion:

    a. managing, motivating and developing team members, providing support and leadership to ensure that priorities are identified and objectives achieved.
    b. deputising for the Chief Finance Officer in their absence where appropriate.
    c. contributing to the strategic and operational management of the provision of financial services.
    d. providing insight, guidance and challenge to the preparation of revenue and capital budgets in discussion with budget holders and service managers and according to the approved MTFS process.
    e. supporting the closedown of accounts by reviewing processes and timescales to ensure deadlines are met.
    f. reconciliation of financial data, including control accounts, with particular regard to the end of year balances.
    g. overseeing budgetary control and forecasting of capital and revenue expenditure.
    h. 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.
    i. challenging budget holders to ensure financial plans and forecasts are accurate and realistic.
    j. under the guidance of the Chief Finance Officer, 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.
    k. 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.
    l. 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.
    m. completion of financial business appraisals, including creditor and risk assessments for partners and/or investments.
    n. 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.
    o. supporting the development of improved financial awareness of budget holders and other staff through the development and organisation of appropriate training.
    p. participating in management boards to provide financial guidance and ensuring compliance.

q. 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 service managers and budget holders 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.
    b. 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.

Knowledge and Qualifications The minimum knowledge required to undertake this role and any qualifications or training essential for the role	Full AAT, part qualified CCAB or equivalent demonstrable experience. (E) CIPFA Level 7 in Business Partnering (D) Evidence of continuing professional development (E) Appropriate management qualification (D) Knowledge of Local Authority finance (D)
Experience Experience the person would need to do the job	Ability to lead, inspire and motivate a range of employees (E) Proven experience in financial planning, control & reporting (E) Up to date knowledge of accounting policy (E) Ability to negotiate & influence at a high level (E) Ability to analyse, interpret and address complex issues (E) Experience of delivering training to finance and non-finance staff (D)

	Proven experience of business partnering in a local government setting (D)
Skills and Abilities Specific skills the applicant would need to do the job	Ability to self-motivate (E) Confidence to work effectively at all levels of the organisation (E). Ability to work individually and as part of a team (E) Fully competent in the use of Office 365 (E) Effective time management (E) Good communication skills (E) To work effectively with managers and staff, able to deploy persuasive and influencing skills (E)
Communication with Internal and External Customers What customers the applicant would be in contact with in the job	Work closely with and provide information to auditors, Government departments, FOI, suppliers, other local authorities 20% External Contact 80% Internal Contact

HDC values	The values outlined below reflect our collective positive attitude and how all staff is expected to work together as one team. **Inspiring:** We have genuine pride and passion for public service; doing the best we can for customers matters to us all. **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.

- Demonstrates understanding of safeguarding issues
- Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people/vulnerable adults whatever their life circumstances.
- Has a good understanding of the Safeguarding agenda