

Business Partner Job Description

A successful business partnering arrangement is one where the finance business partner and budget holder mutually trust and respect each other, work as equal partners to meet the service and organisational aims, take collective responsibility for all finance related matters and communicate regularly.

Finance business partners should provide financial insight and overview and provide support and sound financial advice for all business decisions using, amongst other things, financial planning and scenario modelling tools. Communication and liaison between all parties should be regular and Finance business partners should be proactive and strategic.

Salary	Up to £50,000 per annum
Reports to	Senior Business Partner
Service area	CSG Finance
Number of staff responsible for	Direct – None
Budget responsibility (£)	None

Purpose of Job:

1. Work closely with all stakeholders to ensure best use of limited financial resources, providing the strategic financial insight, intelligence and support needed. Assess situations from a commercial, business or finance perspective; provide appropriate financial advice to support complex business decisions.
2. Support and advise on the financial aspects of complex commissioning and procurement for a portfolio of services. Play a proactive and authoritative role in all key Directorate and other discussions as required.
3. Proactively contribute to the delivery of a high performing, customer focused finance service to the delivery unit or commissioning area. Ensure finance is positioned to be proactive and creative, looking for ways to shape and influence directorate decisions and taking joint responsibility for the outcomes achieved as a result.
4. Support the provision of a well organised, reliable and professional financial reporting and advisory service and anticipate short term and long term business needs for the portfolio of services the post has responsibility for.
5. To ensure the service is delivered in line with relevant contractual performance indicators and commitments.
6. Demonstrate how finance makes a real and demonstrable difference to the delivery of the Council's business and achievement of its priorities.

7. Provide strategic support and constructive challenge for requirements such as the development of delivery unit or commissioning plans, corporate priorities, service reviews, government and professional consultations, implementation of best practice models and any other such requirements.
8. Identify changes in the operating environment, trends and developments of legislation, technology, policy and user requirements and delivery methods and respond proactively to these interpreting the financial effect, advising accordingly and working closely with the delivery unit or commissioning lead and the senior business partner to implement any required changes.
9. Provide advice and support which demonstrates depth of knowledge, expertise and customer focus and be responsible for the provision of revenue monitoring, capital monitoring, budget setting (revenue and capital), MTFS setting, closure of accounts, support for strategic projects and other ad-hoc financial support for the portfolio of services the post has responsibility for.
10. Ensure managers within the delivery unit or commissioning areas supported receive the financial management training required to be effective in their roles and are aware of Financial Regulations (in particular the responsibilities of the Director and budget holders/managers) and requirements for obtaining the necessary approval prior to taking decisions.
11. Continually review, update and report on quantified financial risks and opportunities in the delivery unit or commissioning area supported, advising how the risks can be mitigated and the opportunities exploited.
12. To advise the senior business partner of any matters that should be referred to the Chief Financial Officer in their S151 role on funding, financial management and accounting requirements in respect of the portfolio of services which the postholder has responsibility for.
13. To regularly spend time in the designated delivery unit or commissioning area in order to become an integral part of the management team within the service area and to develop and maintain a detailed understanding of the service area being supported
14. Work in partnership with other external agencies, being a member of partnership boards, partnership working and project teams as required.
15. To develop and embed the business partnering approach in the designated service area.
16. To liaise regularly with the senior business partner and LBB Finance to understand their requirements and to be able to provide them in the format prescribed from a corporate perspective.
17. To attend committee meetings when required to observe the meeting, present reports or respond to questions on a report.
18. Working closely with the senior business partner contribute towards the development of the Integra Financial Management System working with the designated service areas and the team responsible for the maintenance and development of Integra to drive improvements forward.

19. Ensure safe and efficient delivery of service by achieving high standards of health and safety and reducing risk
20. Deliver a commitment to equality of opportunity both in the provision of services and as an employer. Promote equality in the work place and in the services delivered
21. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post.
22. Deputise for the Senior Business Partner as required

Business Partner Person Specification

The Business Partner supports a Delivery Unit Director and/or a Commissioning Director and their Management Team to help them discharge their financial responsibilities and ensure effective financial management of all the services and budgets they have responsibility for.

Essential	Desirable
<p>CCAB Part Qualified <u>or</u> AAT qualified <u>or</u> experience commensurate with AAT qualification Participation in Continuing Professional Development</p> <p>Accounting and budgetary experience, sound knowledge of local government finance framework, accounting principles and standards, statutory requirements and relevant codes of practice.</p> <p>Experience of developing productive, meaningful, trusted and positive stakeholder relationships.</p> <p>Experience of working on own initiative with limited supervision or direction.</p> <p>Experience of attending Member committees or other corporate/board meetings.</p> <p>Extensive knowledge of financial IT systems.</p> <p>Ability to analyse, interpret, understand and disseminate complex and detailed technical information in a professional and easy to understand way</p> <p>Commitment to maintain professional and ethical standards.</p>	<p>Qualified CCAB Accountant</p> <p>Post qualification experience.</p> <p>Experience of projects involving innovation and the management of change.</p> <p>Proactive involvement in major transformation projects.</p> <p>Use of the Integra finance system and management and development of associated processes.</p> <p>Local government finance experience</p> <p>Relevant service experience</p> <p>Financial appraisal, modelling techniques, development of business cases.</p>