

FINANCE BUSINESS PARTNER			
Reference No.	I095.01	Type	Individual
Service	Finance		
Job Family	Service Manager 1	Grade	FC11

Purpose
<p>Working in partnership with designated Directorates, leading and managing a section of the corporate Finance function to ensure the delivery of consistent, high quality and customer focussed service which will drive better business performance and raise standards in key business areas.</p> <p>Using a comprehensive set of financial and reporting tools and knowledge of the business area to help articulate options, responsible for leading a centre of expertise across the council which will support and influence strategic and operational decision making.</p>

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<p>Providing professional support on all aspects of Financial Management activity to the Directorate Leadership Team, supporting and influencing key operational and strategic decisions. Advising Directorates on key business planning assumption, trade-offs and opportunities. Acting as account manager for end to end financial services, providing ad-hoc analysis, insights and recommendations on specific issues.</p>	<p>Experience of managing customer relationships at a senior level to ensure financial management support is informed and adds value (Focus on customers – See 'How We Work Matters Framework')</p> <p>Graduate calibre with supporting CCAB professional qualification</p> <p>Consultancy and facilitation skills</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

Role Profile

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Analysing and interpreting financial performance for the designated Directorate. Driving delivery of finance initiatives across designated Directorates, gaining acceptance from key stakeholders and acting as an ambassador for the finance function.	Extensive generalist finance knowledge and expertise across all disciplines	✓	
Building strong relationships with colleagues and directorates to ensure work is integrated with and supports other related work in the council.	Influencing skills Experience of collaborative working, developing and maintaining effective relationships, resulting in credibility at senior level (Work together)	✓ ✓	
Contributing to the achievement of the Service Plan. Delivering performance outcomes that meet Directorate and Service targets. Providing consistent, high quality and customer focussed services to the Council, its customers and its partners.	Ability to develop strategies to deliver efficiencies and savings Experience of initiating and promoting continuous improvement Strong organisational and business awareness	✓ ✓ ✓	
Managing the financial aspects of complex change projects and initiatives within Directorates. Contributing to, and where appropriate, leading cross service projects, ensuring delivery of corporate priorities as outlined in budget savings and service plans.	High level of political awareness and requirements for public accountability in a public sector context Project management skills Experience of delivering complex projects (Deliver results)	✓ ✓	✓ ✓

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Providing professional leadership and guidance to teams through personal and team development, coaching, managing attendance, performance and conduct, project work and fostering knowledge sharing within and across teams.	Experience of managing of significant numbers of professional staff Leadership skills – interpreting, shaping, aligning and inspiring people to achieve results Experience of supporting staff development	✓ ✓ ✓	
Leading a co-ordinated business focussed approach to service provision while delivering and maximising the efficient use of physical, financial and staff resources available.	Ability to lead on a range of concurrent complex issues and conflicting priorities	✓	
Preparing and managing budgets and delivering agreed savings and efficiencies, ensuring compliance with financial regulations and policies.	Budget management experience Ability to analyse problems and determine creative and practical solutions (Take ownership) IT skills Ability to optimise technology for continuous improvement (Embrace technology and information)	✓ ✓ ✓ ✓	

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Contributing to the wider development of the Service and Directorate as a member of the Service Leadership Team and the Extended Directorate Leadership Team.	Experience of driving change in designated area Proven strategic thinking with experience of developing strategies and/or translating these into deliverable plans		✓ ✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results