



JOB DESCRIPTION

DEPARTMENT

Finance – Business Partnering

JOB TITLE

Senior Business Partner

HAY GRADE

Grade I

SALARY RANGE

£37,516 to £40,471

RESPONSIBLE TO

Head of Service

RESPONSIBLE FOR

Direct Reports 1-3

HEALTH CONSIDERATIONS/RISK/SURVEILLANCE REQUIRED

Lone worker (if homeworking) , VDU habitual user

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

Overview

- 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.
- Make a positive contribution to the Council's core values by being helpful, approachable, responsive and taking ownership of challenges and problems, while making customers feel warm, welcome, wanted and cared for.

Dimension of Job

1. Work closely with all senior stakeholders to ensure best use of 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. Lead and oversee 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 client's service areas. 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. Lead and direct 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. As an essential partner to management, play a key role in identifying 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 service area to implement any required changes.
7. Build a credible and responsive team who are respected for their depth of knowledge, expertise and customer focus and are 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.
8. The Business Partner is, together with the services they support, responsible for budget setting, budget monitoring, variance analysis for actuals and forecasts and keeping an up to date and financial risks and opportunities document.
9. Support managers within the service areas by providing finance training where and if required and are made aware of Financial Regulations and requirements for obtaining the necessary approval prior to taking decisions.
10. On a regular basis review, update and report on quantified financial risks and opportunities in the service area supported, advising how the risks can be mitigated and the opportunities exploited.
11. To advise the Chief Financial Officer in their S151 role (and act as their advocate) on funding, financial management and accounting requirements in respect of the portfolio of services which the post holder has responsibility.
12. To regularly spend time in the relevant service area in order to become an integral part of the management team in that area and to develop and maintain a detailed understanding of the service area being supported.
13. Work in partnership with other external agencies, being a member of partnership boards, partnership working, and project teams as required.
14. To attend committee meetings when required to observe the meeting, present reports or respond to questions on a report.

15. To lead and ensure the effective management of staff, including functions such as recruitment, training, professional development, appraisals, regular one to one and team meetings, management of attendance and general performance, capability and competency management.
16. To liaise with internal and external auditors, dealing with queries and producing working papers and disclosure statements.
17. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post.
18. To complete statutory returns including RA and RO returns.
19. To provide high levels of customer service both internally and externally.
20. To promote the HART values by being helpful, approachable, responsive and taking ownership of challenges and problems to ensure they are dealt with effect and authority.

Key Contacts/Communications Links

Internal

- Section 151
- Deputy Section 151
- Heads of Service
- Budget Holders
- Joint Chief Executives
- Management Team

External

- Statutory Authorities (e.g. for statutory returns)

Key Responsibilities/Specific Duties

1. Lead and direct 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.
2. To ensure the service is delivered in line with relevant contractual performance indicators and commitments.
3. As an essential partner to management, play a key role in identifying 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 service area to implement any required changes.
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12. To lead and ensure the effective management of staff, including functions such as recruitment, training, professional development, appraisals, regular one to one and team meetings, management of attendance and general performance, capability and competency management.
13. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post.
14. To provide high levels of customer service both internally and externally.
15. To promote the HART values by being helpful, approachable, responsive and taking ownership of challenges and problems to ensure they are dealt with effect and authority.
16. To provide high levels of customer service for our residents, staff, managers and external partners, so that they are made to feel warm, welcome, wanted and cared for.
17. To promote the HART values at all times by being helpful, approachable, responsive and taking ownership of challenges and problems to ensure they are dealt with appropriately.

18. Where a post involves working with members of the public, the post holder has a responsibility to be vigilant in identifying potential safeguarding issues and conduct themselves in a manner that protects both themselves and members of the public.

STANDARD CLAUSES

- To work in an internal and external customer related way in accordance with the Council's core HART values, and in accordance with adopted procedures and good practice.
- To assist in/manage the identification, development and implementation of Manual and Information Technology systems and procedures.
- To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.
- To comply with and/or ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.
- All employees have a responsibility to ensure they take a vigilant approach at all times to safeguard members of the public, colleagues and themselves and that they follow adopted procedures and good practice to aid in the identification and effective reporting of any safeguarding concerns.
- In the event of a Civil Emergency to take on any new roles and responsibilities allocated by Leadership Team, and to be available to undertake any training that maybe required to fulfil this role.

All employees have a responsibility to ensure they take a vigilant approach at all times to safeguard members of the public, colleagues and themselves and that they follow adopted procedures and good practice to aid in the identification and effective reporting of any safeguarding concerns.

Hart District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.



PERSON SPECIFICATION

POST: Senior Business Partner

The HART Core Values:

Hart District Council aims to recruit candidates who are committed to delivering our core values. It is our aim that customers should feel warm, welcome, wanted and cared for when they are interacting with our services. To achieve that, all staff are expected to be helpful, approachable, responsive, and to take ownership, to ensure challenges, problems or enquiries are dealt with and appropriately concluded.

This person specification sets out what we are looking for when recruiting to the above post. The essential and desirable attributes we are seeking for this role are set out below:

CRITERIA	ATTRIBUTES	ESSENTIAL (E) OR DESIRABLE (D)	METHOD OF MEASUREMENT
EDUCATION/ QUALIFICATIONS	Qualified CCAB Accountant or qualified by experience	E	Application Form / Certificate
	Post qualification experience	E	Application Form / Certificate
	Participation in Continuing Professional Development	E	Application Form / Certificate
	Recognised Management Qualification	D	Application Form / Certificate
EXPERIENCE/ KNOWLEDGE	Accounting and budgetary experience, sound knowledge of local government finance framework, accounting principles and standards, statutory requirements and relevant codes of practice.	E	Application Form / Interview
	Experience of developing productive, meaningful, trusted	E	Application Form /

	and positive stakeholder relationships.		Interview
	Experience of leading and managing an effective and successful team.	E	Application Form / Interview
	Experience of working on own initiative with limited supervision or direction.	E	Application Form / Interview
	Experience of attending Member committees or other corporate/board meetings.	E	Application Form / Interview
	Extensive knowledge of financial IT systems.	E	Application Form / Interview
	Management of projects involving innovation and the management of change.	D	Application Form / Interview
	Proactive involvement in major transformation projects.	D	Application Form / Interview
	Use of the Integra finance system and management and development of associated processes.	D	Application Form / Interview
	Relevant service experience.	D	Application Form / Interview
	Financial appraisal, modelling techniques development of business cases.	D	Application Form / Interview
	Local government finance experience.	D	Application Form / Interview
	Experience of liaison and negotiation with partners including voluntary agencies.	E	Application Form / Interview
	Knowledge of best practice in finance business partnering.	E	Application Form / Interview
	STANDARD FOR INCLUSION:		
	Committed to providing high quality customer service.		Application Form / Interview

<p>SKILLS AND ABILITIES</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>Excellent communication and negotiation skills, including written communication skills.</p> <p>Ability and confidence to organise, arrange and administer multi-agency meetings.</p> <p>Ability to analyse and interpret data.</p> <p>Good project management skills.</p> <p>STANDARD FOR INCLUSION:</p> <p>Computer literate and proficient in Microsoft Office software.</p> <p>Ability to make customers feel warm, wanted, welcome and cared for.</p> <p>Ability to take ownership of tasks, challenges and problems to achieve an appropriate outcome.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p>
<p>PERSONAL QUALITIES/ APTITUDE</p>	<p>FOR EXAMPLE:</p> <p>Innovation and drive.</p> <p>Ability to work under pressure and manage a heavy workload.</p>	<p>FOR EXAMPLE:</p> <p>E</p> <p>E</p> <p>E</p>	<p>FOR EXAMPLE:</p> <p>Interview</p> <p>Application Form</p> <p>Application Form / Interview</p>

	<p>Ability to work as part of a team and/or alone as required and use own initiative.</p> <p>STANDARD FOR INCLUSION:</p> <p>Commitment to professional and personal development.</p> <p>Ability to manage own time</p> <p>Commitment to delivering the best possible services for residents, and internal and external customers.</p>	<p>E</p> <p>E</p> <p>E</p>	<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p>
MISCELLANEOUS /OTHER WORKING REQUIREMENTS	<p>FOR EXAMPLE:</p> <p>Full driving licence and access to a car for work purposes.</p> <p>Ability to attend meetings out of hours.</p>	<p>FOR EXAMPLE:</p> <p>E</p> <p>D</p>	<p>FOR EXAMPLE:</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p>

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