WELWYN HATFIELD

Role Profile

This section provides key information relating to the role

Job Title:	Finance Business Partner		
Post No:	P00066	**Grade:**	L
Team:	Financial Services	**Location:**	Campus East
Responsible to:	Senior Finance Business Partner		
Responsible for:	Assistant Finance Business Partner		

Overall job purpose:

The post-holder will provide support to services in a business partnering approach, working with service managers, councillors and other council employees. This includes the preparation of budgets, budgetary control, the preparation of annual accounts along with financial advice and analysis to ensure robust financial management and aid strategic and operational decisions.

This post is one of three Finance Business Partners within Financial Services, each of whom is responsible for providing financial support to specific areas of the organisation.

In addition to providing support to services, the Business Partners provide support to the Senior Business Partner to improve existing processes and controls, strengthening governance and continually improving the quality of information used to support the Council's decision making.

Key areas of focus:

1.	To provide a high standard of accounting services and financial control within a framework of statutory and internal controls, including the Local Government Accounting Code of Practice and the Council's Financial Regulations.
2.	Actively contribute to the Council's budget preparation, budgetary control, closure of accounts and provision of support for service managers. Lead on capital / fixed asset accounting.
3.	Ensure that service managers are provided with sound financial advice and challenge, enabling them to manage their budgets effectively within existing governance arrangements, and supporting the identification of areas of risk, efficiencies and improvement.
4.	Undertake complex financial analysis and modelling on legislative changes, tender appraisals, operational and strategic business decisions. To provide advice using analysis to support and contribute to financial strategy, decision making, service reviews, business cases and options appraisals.

5.	To provide technical accounting advice, including drafting reports, attending and contributing to working groups, project groups, member briefings and member working groups as required, representing Financial Services on any financial matters. To provide advice on the application and interpretation of accounting standards, financial regulations, procurement standing orders and internal financial procedures and practices.
6.	To contribute to the production of the Council's annual statement of accounts, meeting internal and legislative deadlines and applying relevant accounting standards and legal requirements, liaising with the external Auditor where necessary.
7.	To be responsible for the day-to-day management and ongoing development of Assistant Business Partners and also an apprentice or trainee when required.
8.	Ensure that an effective financial performance culture is maintained, including meeting deadlines, robust reporting, accuracy of financial transactions, timely completion of Government and other returns and maintaining key financial records and controls.
9.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
10.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
11.	Any other duties that are commensurate with the level and grade of this post.

Role Requirements

The following outlines the criteria for this post.

Criteria	**Essential**	**Desirable**	**Assessment Criteria**
Qualifications and experience			
Fully qualified in a recognised professional accounting qualification (CCAB or equivalent)		x	AP/Cert
Part qualified in a recognised professional accounting qualification (CCAB or equivalent) and actively studying	x		AP/Cert
Experience of contributing to the closure of accounts process for a multi-disciplinary organisation, within a framework of recognised accounting standards, including production of high-quality working papers	x		AP/IN
Experience of contributing to the closure of accounts process for a Local Government organisation, including production of high-quality working papers		x	AP/IN

Experience of collection fund accounting		x	AP/IN
Experience of contributing to the budget setting and monitoring process for a range of services	x		AP/IN
Experience of providing comprehensive financial advice and support to senior officers, including presentation of financial information to non-financial professionals	x		AP/IN
Experience of analysing and interpreting complex financial data using Excel and other tools where appropriate, used to support financial and business decisions	x		AP/IN/AS
Experience of producing complex reports and presenting reports to Senior Officers and Councillors		x	AP/IN
Experience of demonstrating a proactive approach to staff management and development, ensuring a motivated workforce and a culture of continuous improvement	x		AP/IN
Knowledge			
Strong and up to date knowledge of accounting principles, regulations and practices	x		AP/IN/AS
Strong and up to date knowledge of accounting principles, regulations and practices, specifically in relation to Local Government		x	AP/IN/AS
Knowledge of local government services and the environment in which it operates	x		IN
Knowledge of the following technical accounting area: capital accounting		x	IN
Skills and abilities			
Skills using Word and Excel, including presentation of professional standard reports in Work and use of formulas in Excel	x		AS
Interpersonal and communication skills to gain and sustain the confidence and commitment of service managers to fulfil their financial management responsibilities	x		IN
Ability to communicate with other professional senior staff, both financial and non-financial, and councillors, using influencing skills where appropriate	x		IN

Other attributes			
Ability to work under pressure to meet competing deadlines, and motivate the team to do the same	x		IN/AS
Ability to use own initiative to explore solutions and identify opportunities for continuous improvement	x		IN
High level of integrity, including the handling of sensitive data and information	x		IN

Assessment Criteria:
(AP) Application, (AS) Assessment, (IN) Interview

Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

Collaborative	Open	Responsible	Excellent
We work together to get things done	We behave with integrity & fairness	We take responsibility for our actions and decisions	We perform at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.