

## Role Profile

This section provides key information relating to the role

<b>Job Title:</b>	Assistant Finance Business Partner		
<b>Post No:</b>	P01482	<b>Grade:</b>	H/J
<b>Team:</b>	Financial Services	<b>Location:</b>	Campus East
<b>Responsible to:</b>	Finance Business Partner		

### Overall job purpose:

The post-holder will assist the Finance Business Partner in the provision of accountancy and technical finance advice and challenge in a business partner approach. This includes assisting in the preparation of budgets, budgetary control, and the preparation of annual accounts along with financial advice and analysis to ensure robust financial management.

### 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.	To work with the Business Partner to actively contribute to the Council's budget preparation, budgetary control, closure of accounts and provision of support for service managers.
3.	To work with the Business Partner to 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.	To contribute to the production of the Council's annual statement of accounts, including working with service managers and budget holders to support their roles and responsibilities and completing tasks and working papers as required.
5.	To support services and budget holders on all aspects of finance. This includes ledger maintenance, general budget monitoring support, the identification of budget variances, financial appraisal of projects and to support services by analysing and interpreting complex financial information in order to ensure value for money is achieved in the delivery of services.
6.	To assist in providing advice on the application and interpretation of financial regulations and the Council's financial procedures and practices, ensuring they are adhered to.
7.	To assist the Finance Business Partner in providing advice using analysis to support and contribute to financial strategy, decision making, service reviews, business cases and options appraisals.

8.	To keep up to date with relevant legislation and technical and professional guidance and attend such training, conferences and meetings as required.
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
<b>Qualifications and experience</b>			
Fully qualified in a recognised professional accounting qualification (AAT or equivalent)		x	AP/Cert
Part qualified in a recognised professional accounting qualification (AAT or equivalent) or qualified by experience	x		AP/Cert
Experience of working in a financial environment	x		AP
Relevant Local Government or public sector finance experience		x	AP
Experience of contributing to the closure of accounts process for an organisation, including production of high quality working papers		x	AP/IN
Experience of contributing to the budget preparation and monitoring process for a range of services		x	AP/IN
Experience of providing comprehensive financial advice and support to non-financial managers		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/AS
Experience of using a financial information system	x		AP/IN

Knowledge			
Working knowledge of Local Government accounting principles, legislation and regulations		x	AP/IN
Knowledge of Local Government services and the environment in which it operates.	x		AS/IN
Skills and abilities			
Ability to develop financial solutions to assist Service Managers in managing their services	x		AS/IN
Ability to analyse financial data	x		AS/IN
Ability to explain financial issues to non-financial managers orally and in writing	x		AP//IN
Ability to work effectively as part of a busy team	x		IN
Skills using Word and Excel, including presentation of professional standard reports in Word and use of formulas in Excel	x		AS
Other attributes			
Ability to work under pressure to meet competing deadlines	x		AS/IN
Ability to use own initiative to explore solutions and meet service needs	x		AP/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 <b>work</b> together to get things done	We <b>behave</b> with integrity & fairness	We <b>take</b> responsibility for our actions and decisions	We <b>perform</b> 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.