

## **JOB DESCRIPTION**

<b>Post Title:</b> Senior Finance Business Partner (Regeneration, Place, Housing, Health & Adult Care and Children's & Young People)	
<b>Department:</b> Finance	<b>Post No:</b>
<b>Division/Section:</b> Finance Business Partnering	<b>Post Grade:</b> Grade SM1
<b>Location:</b> Hybrid (Based out of the Town Hall)	<b>Post Hours:</b> 37
<b>Special Conditions of Service:</b>  The nature of the post will require the post holder to work flexibly dependent on the needs of the job. This can mean working outside of standard working hours.	
<b>The 5 services being supported are:</b> <ul style="list-style-type: none"><li>• Regeneration, the role would be providing support to a number of large regeneration schemes and joint ventures.</li><li>• Place, supporting services across Place and Environment, working closely with service to identify efficiencies and ensure the delivery of high-quality services.</li><li>• Housing, providing support for Housing including supporting the HRA</li><li>• Health &amp; Adult Care, which covers Adults and Health and has a focus supporting the services to look at prevention and working closely with residential services.</li><li>• Children's &amp; Young People, the role will focus on building engagement with the services and supporting them with driving through change, looking at prevention and reviewing demand led services. The role will also cover schools finance.</li></ul>	

**Purpose and Objectives of Post:**

Working as part of the finance team the role plays a key role in the discharge of the Director of Finance Section 151 responsibilities including ensuring statutory and regulatory reporting and compliance by providing consistently high-quality support, advice and challenge in all aspects of financial management and reporting. You will take the lead for a specialised service client area within the finance business partnering function.

The Senior Finance Business Partner is to support the Strategic Finance Lead (Place, Health & Adult Care and Children's & Young People) with the provision of strategic, financial, technical guidance, advice and support for the service client area.

They will work with the Strategic Finance Lead (Place, Health & Adult Care and Children's & Young People) to ensure the production & reporting of timely & accurate financial management information, input into the delivery of the Councils Medium-Term Financial Strategy, providing strategic & financial decision support to budget holders in managing their income & expenditure, the monitoring & forecasting of both revenue & capital and compiling monthly performance reports.

They will work with the Strategic Finance Lead (Place, Health & Adult Care and Children's & Young People) in the provision of business modelling, analysis of financial risk & opportunities and dynamic financial management & investment information, along with the productive challenge, assurance and recommendations for the service client area, that provides strong financial analysis & reporting, to underpin effective decision making and deliver value for money.

The Senior Finance Business Partner is to support the Strategic Finance Lead (Place, Health & Adult Care and Children's & Young People) in providing managerial leadership and ensuring the finance business partnering function delivers on all aspects of operational financial management & reporting for the service client area.

The role would also keep abreast of the core government regulations applicable to local government finance and interpret developing legislation and achievement of legislative requirements and changes within the service client setting. Ensuring that Members and senior officers are briefed fully on the implications of existing legislation and any proposed changes.

**Accountable to:** Director of Finance (S151 Officer)

**Immediately Responsible to:** Strategic Finance Lead (Place, Health & Adult Care and Children's & Young People)

**Immediately Responsible for:** Finance Business Partners.

**Relationships: (Internal and External)**

Chief Executive, Executive Director(s), Director(s), the finance team, service clients supported, elected members, external partners, specialist peer groups, government departments.

**Control of Resources:** None

## **Duties/Responsibilities:**

The Finance Team provides strategic, operational and technical financial advice across the organisation to enable the Council's planning and operational activity to be delivered in sustainable and cost-effective ways. The team operate in accordance with statutory requirements such as the production of financial statements and agreeing annual budgets, with the following key duties:

## **Functional Duties/Responsibilities:**

- To deputise at service client area leadership team, with the executive director and the assistant directors and represent finance and advise on all financial aspects. Building effective relationships with Directors and their teams, engaging with stakeholders and colleagues at all levels to generate commitment to goals.
- To support the Strategic Finance Lead (Place, Health & Adult Care and Children's & Young People) in establishing effective finance business partnering arrangements with service clients, ensuring open and continuous dialogue that promotes understanding of their business requirements and priorities in the context of the Council's Corporate Plan and Medium-Term Financial Strategy, ensuring due diligence and accuracy of all financial analysis and evaluate, scrutinize & evaluate service budget proposals, so that resources are used to maximum effect.
- Be visible to staff and stakeholders and regularly undertake activities to engage and build trust with people involved in the client service area, developing the financial acumen of budget holders and drive performance improvements within the service clients by building effective relationships and ensure high-level of financial literacy across the organisation.
- Provides effective and efficient financial management in conjunction with the service client area, including the timely and accurate reporting of service clients, income & expenditure and the monitoring, forecasting & reporting of both revenue & capital and year-end closedown process for the service client area.
- Understand impacts on the financial position in own service client area and that of the organisation and use insight to curtail or support business and investment activities and interpreting complex legislation, planning for uncertainty and creating multi-year scenarios when modelling outcomes.
- Supports the financial modelling, analysis and preparation of business cases for new activities, investment decisions and decommissioning activities - ensuring that appropriate financial targets are set, risks & opportunities are identified and that systems are in place to collect sufficient, accurate data on performance.
- Prepares timely & relevant management information and analysis on departmental performance and trends both within the council and across the sector. Understanding the demand, activity drivers and unit costs to undertake benchmarking analysis using available national resources, networks, best practice initiatives and Value for Money (VFM) reviews, drive and collaborate with the business in meeting challenging budget reduction programmes.

- Working with other Greater Manchester network groups/authorities, regional and national peer organisations to bring best practice and revolutionary initiatives to support the service client.
- Supports the Strategic Finance Lead on strategic organisational projects which are cross departmental, cross functional activities to ensure that the council manages its resources effectively, delivering Value for Money (VFM), exploiting opportunities to drive out inefficiencies and generating income where appropriate.
- Take ownership of building effective working relationships across the business partnering function and wider Finance Team to ensure the Council's financial plans are aligned.
- Support the sharing of best practice throughout the finance business partnering function and wider Finance Team to ensure the skills, experience, methods and processes are consistent and deliver the financial support to the wider organisation.
- Supports the effectiveness & development of the finance system, ensuring financial controls are adhered across the service client area and the provision of management information that meets the current needs & requirements of the service client area.
- To lead plan & co-ordinate the work of a service client finance business partnering team, in conjunction with the Strategic Finance Lead (Place, Health & Adult Care and Children's & Young People), ensuring the provision of high-quality financial support, guidance & advice to budget holders & service client managers and that the finance business partnering function is delivered in an efficient, consistent & value-added manner.
- Support the Strategic Finance Lead (Place, Health & Adult Care and Children's & Young People) manage the impact of change, developing new ways of working which add value to the business and provides leadership & support on finance wide development initiatives to include the development of staff & trainees through coaching & mentoring.
- As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
- Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.
- The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.

**Health and Wellbeing** -As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service)

<b>Job Description prepared by:</b>	<b>Sign:</b>	<b>Date:</b>
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<b>Agreed correct by Postholder:</b>	<b>Sign:</b>	<b>Date:</b>
<b>Agreed correct by Supervisor/Manager:</b>	<b>Sign:</b>	<b>Date:</b>



**Senior Finance Business Partner**  
**(Regeneration, Place, Housing, Health & Adult Care and Children's & Young People)**

<b>SHORT LISTING CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Accounting qualification – CCAB membership	x	
Experience of managing at a senior level in a large, complex organisation in line with the areas of functional responsibility.	x	
Understanding of political context and local government operations -the laws and regulations applicable to local government and its jurisdiction, accounting codes of practice governing local authority accounts and financial procedures.	x	
Assertive and strong communication skills with excellent listening and highly developed interpersonal skills together with persuasive analytical skills	x	
Experience of working within a finance business partnering model and/or the ability to acquire knowledge of the finance business partner model.	x	
Experience of financial management, with the ability to lead in all aspects of service client delivery, appropriate to the role, including budget preparation, monitoring, forecasting and closure of accounts.	x	
To delivered complex financial information to both non-finance and finance staff	x	
Ability to constructively challenge finance staff on financial and performance matters.	x	
Works well with elected members, executive directors and senior external staff.	x	
Ability to formulate, prioritise, manage, and deliver deadlines under pressure and to rapidly changing deadlines.	x	
Self-motivated, with a pro-active approach. Capable of working on own initiative.	x	
A team player demonstrating maximum flexibility, disciplined and deadline conscious.	x	
Excellent communication skills - you will be able to communicate effectively up to senior levels right across the business using all mediums.	x	

## **CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS**

**The short-listing criteria listed plus the following:**

<b>ASSESSMENT METHOD</b>	<b>CRITERIA</b>
Assessment / Test	Decision Making skills. To interpret situations and information and solve complex problems, communicating effectively
Assessment / Test	Organisational Skills. To work under pressure, prioritising tasks and conflicting deadlines.
Assessment / Test	Technical Skills. Ability to solve technical financial questions
Application/Interview	Leadership Skills. Evidence of leading a team and reflection on pros & cons
Application/Interview	Effective Communication. Evidence of effective communication using a variety of mediums and with a wide range of stakeholders
Application/Interview	Political awareness. Evidence of an understanding of the environment, the laws and regulations applicable to local government and its jurisdiction.