

<b>Job Family:</b>	<b>Policy &amp; Advisory Operational Management</b>	<b>Grade:</b>	<b>10</b>
<b>Job Title:</b>	<b>Senior Finance Business Partner</b>	<b>Directorate:</b>	<b>Resources</b>
<b>Date:</b>	<b>31/07/2017</b>	<b>Version:</b>	<b>1:1</b>

#### **Brief Description of job role and department**

The Shared Finance Service ambition is to add value, inspire success and this role is part of the Shared Finance Service (SFS) team collectively responsible for delivering SFS activities to realise this ambition. The role provides direct support to the Heads of Finance Engagement & Advice.

The postholder will lead mainly at least one of the service areas of the Councils and will partner and collaborate with colleagues across the organisation, acting as the face of finance and taking finance to the heart of decision making. As a critical friend to the business, the postholder will provide senior staff with insightful financial analysis to inform decision making, drive improvement across the wider team and be the voice of the customer to encourage a collaborative customer focussed approach to finance service provision.

#### **Representative accountabilities**

- Apply professional judgement to interpret and apply policies and procedures to meet specific local or service needs.
- Provide day to day management and professional supervision to staff to ensure operational plans and activities are delivered effectively.
- Provide assurance that the Council's operations are being conducted within defined regulatory, statutory and professional standards.
- Lead small projects and implement changes and improvements within agreed cost, time and quality standards.
- Where relevant manage service level budgets and resources in order to support the delivery of intended outcomes and demonstrate value for money.

#### **Budgetary accountabilities**

- Support and advise budget holders across Sutton and Kingston Councils in day to day financial management
- Challenge and support budget holders to manage within limited and reducing resources

#### **Specific accountabilities**

##### Leadership & Management

- To support the Heads of Finance Engagement & Advice and the Team Leader in the prioritisation and allocation of workload amongst Finance Engagement & Advice resource pool team members.

- To provide day-to-day support to Finance Lead: Business Partners, Finance Trainees, Apprentices and temporary/agency staff, including feedback on performance and coaching to develop skills and knowledge, working closely with the Team Leader.
- Support staff development through coaching and mentoring across the service, helping to fulfil the Shared Finance Service ambition of growing our own talent

#### Functional responsibilities

- Provide high quality professional advice and support to budget managers
- Delivering useful insights and translating business intelligence into business success
- Write high quality finance comments for committee reports and occasionally attend committee meetings as directed by the Heads of Finance Engagement & Advice
- Work closely with senior budget managers to understand service priorities and ensure that decisions regarding the use of limited resources are aligned to short, medium and long term objectives of the Service and the Council
- Provide strategic financial support, challenge and advice to Governance Boards and transformational project boards and act as Lead Finance Officer on a number of project teams as required.
- Support core financial processes and activities, including financial planning and budgeting, financial management and monitoring activities, and financial year end processes
- Add value to the Councils as effective senior business partners
- Work strategically across the Shared Finance Service to develop appropriate forums for customer engagement, to enable the service to receive feedback and to encourage a collaborative customer focussed approach to finance service provision
- Identify opportunities for improvements in customer support
- Contribute to the development of non-finance service expertise within the Shared Finance Service ensuring all finance teams receive appropriate training and advice regarding service specific issue
- Analyse complex data and information sources to develop business intelligence that offers insight and strategic analysis to support strategic decision making
- Identify opportunities for service outcome improvement and advise on how these can be achieved including the use of published benchmark data, attend benchmarking clubs etc

#### **Role Profile - Details Specific to Job Family**

These roles provide a broad service that set policy and provides advice to support and assure all of the council's day to day activities. They gather information required by other groups to make strategic decisions and translate this into corporate policy and strategic advice. They have little or no direct accountability for outcomes; however, what they are accountable for is the quality of advice they provide to business leaders.

At the lower levels, these roles tend to focus on research and analysis and the interpretation and implementation of policies. At the higher level, role holders set strategy, develop policy and provide assurance across the Council more broadly.

#### **Role Profile - Details Specific to Grade**

Roles will focus on interpreting and applying policies to support local needs. Thinking is focused on specific parts of the Council rather than the Council as a whole and is usually limited to the annual business planning cycle. Will operationalise plans and deploy resources to meet these plans and objectives.

Lead professionals delivering a capability to ensure the effective, cost efficient delivery of a support service.

### **Person specification (knowledge, skills, experience and behaviours required in the role)**

#### **Essential Knowledge and Experience**

- Completed a relevant professional qualification that supports delivery of functional responsibilities (e.g. CIPFA, CIMA, MBA etc) or demonstrable equivalent experience of operating at that level.
- Experience of working within a business partnering model and/or the ability to demonstrate an awareness of what is required to deliver the outcomes of the model
- Experience of working alongside senior managers in a Senior Finance role
- Experience of working within a finance team which is customer focused
- Experience of delivering strategic finance advice within a large and complex organisation
- Experience of providing advice and challenge to budget holders, managers and Finance colleagues.
- Experience of leading or providing financial support to change programmes and business improvement initiatives

#### **Desirable Knowledge and Experience**

- Experience of successfully delivering customer engagement activities or business partnering in a large and complex organisation
- Experience of developing expertise in non-financial subjects to support customers
- Experience of interpreting complex or detailed legislation, policy or strategy documents to identify financial implications and deliver insight

#### **Capabilities and Behaviours**

- Open and adaptive approach to leadership, taking personal responsibility for achieving success for the Shared Finance Service
- Ability to interpret complex or detailed legislation, policy or strategy documents to identify financial implications and deliver insight
- Ability to manage conflict or competing objectives to deliver creative and innovative solutions that contribute towards achieving corporate priorities
- Ability to develop strong working relationships and establish personal credibility with a wide range of stakeholders both within and outside of Kingston and Sutton Councils
- Flexible approach to working across the Finance Engagement & Advice team and across the wider Finance community. The postholder will be expected to work flexibly across both Councils
- Enthusiastic and empathetic approach to coaching, mentoring and inspiring colleagues using high levels of emotional intelligence to achieve high standards of personal and team performance
- Creative approach to problem solving and improving delivery of finance services
- Commercially astute mindset that is open to change and embraces innovation

**Mandatory accountabilities/requirements for all LBS staff**

- Ensure all health and safety standards are adhered to for the relevant work area
- To carry out duties and responsibilities in accordance with the Council's Core
- Values and Equality and Diversity Policy and all other Borough and departmental policies and procedures