

Finance Business Partner

Grade 9

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

Our Outcomes

Everyone in Staffordshire will:

- Have access to more good jobs and share the benefit of economic growth
- Be healthier and more independent for longer
- Feel safer, happier and more supported in their community

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

The Accountancy Division: provides a range of services to the county council with the aim of providing strategic financial advice, securing stewardship, supporting effective decision making and enabling effective financial management

The Decision Making Support Service: is a key player, to enable the organisation to make the right decisions, to achieve outcomes.

Reporting Relationships

Responsible to: Senior Finance Business Partner

Key Accountabilities:

1. Support the development of organisational or commissioning strategies by assessing financial drivers and risks.
2. Work with service leads to set and monitor budgets for a specific service or project where there is low-medium risk and clear strategies to ensure achievement of agreed outcomes.
3. Provide supporting evidence to identify risks, opportunities and potential efficiency savings to operational managers or Boards within level of competence.
4. Through liaison with the Accounting Services team, ensure that statistical data, budget reports and supporting information to inform operational decisions are accurate, up to date and appropriately analysed.
5. Ongoing monitoring, analysis and interpretation of financial performance against plan; advising on corrective action as required.
6. Monitor, identify and interpret new or amended legislation or statutory financial requirements; advising on the implications for clients.
7. Support the development of business cases through identification of the financial and resource implications of options being considered.
8. Monitor and report to Project Boards project budgets and spending, advising on risks and potential shortfalls within level of competence.
9. Provide the financial dimensions of tender specification and evaluation.
10. Deliver training in statutory and corporate financial procedures, processes and regulations as required, including the corporate scheme of delegation.
11. Deliver relevant financial training as part of management development or corporate induction within area of expertise.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.




The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	Qualifications/Professional membership <ul style="list-style-type: none"> AAT Member or equivalent desirable 	A/I
	Knowledge and Experience <ul style="list-style-type: none"> Previous experience of working in a relevant finance role. Experience of implementing financial strategies in conjunction with service managers. Experience of working with service managers or commissioners to set and monitor budgets, providing advice on risks and mitigations. Excellent understanding of local government finance in general and of specific issues relating to service area. Demonstrate sound knowledge of commissioning and contract management. Demonstrate proficient use of spreadsheets and word processing skills. Sound knowledge of relevant financial systems, especially Integra. Enthusiasm to help build and maintain an organisation with the reputation for quality and excellence. 	A/I/T
	Skills <ul style="list-style-type: none"> Able to develop and present logical proposals for action which engage and persuade stakeholders. Able to use financial records to inform strategic and operational decisions. Ability to help influence senior staff from other professions. 	A/I/T

	<ul style="list-style-type: none"> • Ability to analyse and correlate financial insights to present a balanced report of options, risks and opportunities. • Ability to apply corporate financial policies and strategies and ensure that others abide by these. • Good interpersonal skills both face to face, in writing and in groups. • Able to work flexibly and creatively to meet changing priorities. 	
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If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Shared Services on 01905 947446**