

# Senior Finance Business Partner Grade 13

## Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

## Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

## 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 Finance Directorate 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:** Strategic Finance Business Partner

**Responsible for:** Finance Business Partners for a Service Area, Commissioning priority or major project

## Key Accountabilities:

1. Working with internal/external partner stakeholders at a senior leadership/wider leadership team level as a 'client', you will lead the setting and management of budgets for a range of activities, with varying risks and value, to ensure the achievement of commissioning intentions or business/service plan outcomes.
2. Responsible for analysing and reviewing costing methodologies using 'commercial thinking' and working closely with the operational side of the business to create financial sustainability whilst enabling long term organisational transformation.
3. Ensuring that the annual business plan and budgets are internally coherent, and directly correlate to the organisations development as a whole.
4. Focus on the strategic finance requirement(s) of the business, understanding the business plan/priority outcomes and what this means for budget holders and the wider MTFS.
5. Act as finance counterpart to budget holders, working as an 'equal', and develop the financial acumen of budget holders.
6. Identify and evaluate financial risks and opportunities in the business, identifying actions to mitigate risks and to exploit the opportunities/realise efficiency savings, providing appropriate challenge where required.
7. On occasions, work with other specialist senior officers (e.g., HR/IT/Procurement) as part of a 'matrix working group', leading on strategic project work as the finance expert to identify and realise wider

MTFS savings which may impact the whole workforce and may conflict with different functional priority outcomes.

8. Working with Members in delivering on the shared vision and priority outcomes for Staffordshire through shaping business strategies in an ever-changing landscape.
9. Supporting the delivery of a well-run council through robust delivery, prioritisation, risk management, financial governance, and oversight of budgets in line with statutory and regulatory requirements.
10. Contribute to the effectiveness of the Decision Making Support services by leading and supervising a small number of Finance Partners within a pool.
11. Monitor and challenge performance against plan, supporting the identification of remedial action.
12. Support the change agenda and help deliver an effective and efficient organization where people are proud to work.
13. Act as a conduit of financial information to senior finance colleagues in the accounting team, provide statistical data, budget reports and supporting information to inform commissioning decisions.
14. Support the development of business cases from strategic outline to full business case delivery, through assessment of the financial and resource implications of options being considered.
15. Provide advice to Project Boards on project budgets and spending, especially informing the financial dimensions of tender specification and evaluation.
16. Develop training in statutory and corporate financial procedures, processes and regulations as required, including scheme of delegation.

**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.

**With pride. With purpose. With you.**

**Person Specification**

A = Assessed at Application  
I = Assessed at Interview  
T = Assessed through Test

<b>Minimum Criteria for Disability Confident Scheme *</b>	<b>Criteria</b>	<b>Measured by</b>
	<p><b>Qualifications/Professional membership</b></p> <ul style="list-style-type: none"> <li>• Membership of a CCAB body preferably CIPFA.</li> </ul>	<p>A/I/T</p>
	<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum of 3 years post qualified experience is desirable.</li> <li>• Demonstrate experience of influencing managers (internal &amp; external) at a senior strategic level in a ‘client’ style approach through financial insight/analysis</li> <li>• Experience of formulating and implementing financial strategies in conjunction with service managers or commissioners.</li> <li>• Experience of working with service leads or strategic commissioners to set and monitor budgets, providing advice on risks and mitigations.</li> <li>• Political awareness and sensitivity coupled with a high degree of integrity and professional standards.</li> <li>• Excellent understanding of local government finance in general and of specific issues relating to service area.</li> <li>• Knowledge of the range of County Council activities, strategic outcomes and cross cutting themes.</li> <li>• Sound knowledge of relevant financial systems, especially Integra.</li> <li>• Sound knowledge of corporate financial policies and strategies and ability to apply them.</li> <li>• Knowledge of corporate and commercial governance systems.</li> <li>• Experience of managing or supervising staff.</li> <li>• Demonstrable experience of working with external specialist providers/partners</li> </ul>	<p>A/I/T</p>
	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Able to supervise staff i.e. develop work plans, prioritise work and monitor outcomes.</li> <li>• Ability to develop and present logical proposals for action which engage and persuade stakeholders.</li> </ul>	<p>A/I/T</p>

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	<ul style="list-style-type: none"> <li>• Ability to be analytical, to think laterally and creatively to solve problems.</li> <li>• Ability to analyse and correlate financial insights to present a balanced report of options, risks and opportunities.</li> <li>• Ability to manipulate and interpret financial information to identify trends and propose action.</li> <li>• Ability to build strong influential relationships with professionals and leaders in other disciplines.</li> <li>• Ability to analyse and present financial risks and mitigations.</li> <li>• Ability to work flexibly and creatively to meet changing priorities.</li> <li>• Ability to apply corporate financial policies and strategies and ensure that others abide by these.</li> <li>• Able to inspire confidence and engender consensus and commitment among operational managers and partners.</li> <li>• Ability to bring to management boards perspective on current and future spend within agreed budgets.</li> </ul> <p>This post is designated as a casual car user</p>	
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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  
Talent & Resourcing Team 01785 278300

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