

## **HARBOROUGH DISTRICT COUNCIL - JOB DESCRIPTION**

POST: Business Partner - Finance  
TEAM: Finance Services  
GRADE: 6  
SERVICE AREA: Finance Services  
RESPONSIBLE TO: Accountancy Team Leader

### **VARIATIONS TO STANDARD CONDITIONS OF SERVICE**

1. This is a description of the job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employee's job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.
2. This post is subject to a basic DBS check.

DATE ISSUED: November 2023

### **JOB PURPOSE:**

To support the S.151 Officer, Deputy S.151 Officer, and Accountancy Team Leader in delivering assurance and compliance with relevant legislation and guidance on the financial position and performance of the Authority so that effective action is taken on a timely basis.

To support Corporate Managers, Senior Managers, and their budget managers to deliver their budget management responsibilities. The post holder will be required to translate complex financial data to non-financial stakeholders and effectively challenge budget managers, in ensuring robust financial management of each business area.

In providing regular, robust, timely financial information and detailed analysis to key stakeholders the role will be important in ensuring high quality financial management is embedded throughout the business.

### **PRINCIPAL RESPONSIBILITIES:**

1. To ensure that all regular finance processes / tasks are completed consistently and in line with the reporting framework, operating model and financial procedure rules in place with in the Council.
2. To develop and support the provision of timely financial information in support of departmental and corporate performance monitoring requirements and to corporate timetables.

3. To compile detailed revenue and / or capital budgets for inclusion within the Council's budget in line with the Council's MTFS, including change / efficiency programmes, in liaison with the other Business Partners, Service and Corporate Managers.
4. To provide financial support to Budget and Service Managers and other staff involved in financial transactions to enable tight budgetary control including:-
  - The provision of accurate and timely information and advice.
  - Identify budget risk areas and develop appropriate financial models and tools to enable budget holders to manage budgets through linking activity to budgets and spend.
  - Ensure that sufficient arrangements are in place to provide budget holders with appropriate forecasting models and advice.
  - The identification of training needs and enabling training.
  - Developing awareness of and ensuring compliance with Financial Regulations and Contract Standing Orders.
  - The development of financial systems ensuring that they remain appropriate to the needs of managers.
  - The maximisation of all (current and potential) sources of income and ensuring that systems of collection meet the needs of budget managers and service clients.
  - Advising all purchasing and procurement is conducted in line with the corporate guidelines with appropriate use of the Council's resources.
5. To ensure budget managers, service managers and corporate managers have a thorough understanding and accountability of their detailed budgets.
6. To promote the Business Partner approach within the organisation.
7. To deputise for the Accountancy Team Leader in the provision of technical advice to the finance team and across the organisation.
8. To maintain high standards of statutory accounting meet the Council's statutory and professional requirements.
9. Develop and support the implementation of improvement initiatives and change programmes using the Council's Project Management and Service Improvement methodologies.
10. To contribute to corporate areas of activity, organisational development and council-wide, cross departmental strategies, projects or policies, as required from time to time.
11. To accurately prepare the financial statements and budgets for designated services in accordance with CIPFA's Code of Practice, and accurately complete all relevant statistical

returns and grant claim forms including CIPFA statistics ensuring all related working papers are completed, in accordance with the relevant deadline.

12. Ensure allocated balance sheet reconciliations are reconciled on a timely basis in accordance with defined risk assessment frequency (including the investigation and correction of any discrepancies identified). Highlight any problem areas, recommend improvements and liaise with budget holders, Team Leaders or Head of Financial Services.
13. Provide accurate and timely information to internal and external auditors regarding financial statements, statistical returns and grant claims, engaging proactively with these parties to resolve queries in accordance with agreed response timescales,
14. Cover for Treasury Management, day to day operational cash flow management, including investments. Assist in preparing the Treasury Management Strategy, monitoring and reporting and cash flow modelling.
15. To provide adhoc Systems Administration cover as required. To act as and promote a Systems Super User approach within the finance team.
16. Insurance
  - Day to day process of insurance claims within the appropriate timescales to avoid litigation. Raising queries as required with the Head of Financial Services.
  - Maintain and monitor the Motor Insurance Database (MID) on the insurance company website, updating any change immediately to ensure compliance with insurance requirements.
  - Produce the insurance policy renewal information, to enable the Head of Financial Services to negotiate the renewal on behalf of the Council.
17. To uphold and display the HDC behaviour competency framework to at least level 2.
18. To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and involvement policies
19. As a term of employment the postholder may be required to undertake other such duties as may reasonably be required of you in the post and department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments at any of the Authority's establishments.
20. Health and Safety
  - To be familiar with and at all times comply with
    - the Council's general health and safety policy,
    - the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and

- local department specific health and safety procedures as amended or added to from time to time.
- To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.
- To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.
- To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.
- To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.

## HARBOROUGH DISTRICT COUNCIL – PERSON SPECIFICATION

<b>JOB TITLE:</b>	Finance Business Partner		
<b>TEAM:</b>	Finance Services		
<b>GRADE:</b>	6	<b>WEEKLY HOURS:</b>	29.6-37
<b>ALLOWANCE:</b>	Casual		
<b>CONTRACT TYPE:</b>	Permanent		

<b>TYPE OF CRITERIA</b>	<b>ESSENTIAL REQUIREMENTS:</b> Minimum requirements for the successful completion of the job	<b>ASSESSMENT A / I / T / E</b>	<b>DESIRABLE REQUIREMENTS:</b> Elements that contribute to improved / immediate performance in the job	<b>ASSESSMENT A / I / T / E</b>
<b>QUALIFICATIONS</b>	Current qualified member of professional accounting body i.e. (AAT, ACCA, CIMA, CIPFA, ICAEW)	A,E		
	Evidence of CPD	I,E		
	GCSE Grade C Mathematics and English Language or equivalent	A,E		
<b>EXPERIENCE</b>	Evidence of preparation of budgets	A, I	Local Government Finance experience	A, I
	Budget monitoring for customers	A, I	Completion of statistical returns	A, I
	Experience of preparation of financial statement working papers	A, I	Experience of insurance claims handling	A, I
	Previous experience of delivering excellent customer service	I		
<b>KNOWLEDGE</b>	Knowledge of International Financial Reporting Standards (IFRS)	A, I		
	Proven ability to use Microsoft products to intermediate level, especially Excel and Word	A, I		
	Knowledge of financial systems	A, I		

SKILLS	Ability to set and achieve objectives within timescales	I	Calm under pressure  	
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