



<b>Job Description</b>			
<b>Title</b> Accountant/Finance Business Partner	<b>Department:</b> Environment & Resources	<b>Post Ref</b> Add Ref	
<b>Job Purpose</b> The Accountant/Finance Business Partner is responsible for the delivery of all aspects of day to day financial management within a Service Department. The Accountant/Finance Business Partner will report to a Senior Accountant/Senior Finance Business Partner to ensure the financial management needs of their customers are met. The role is expected to build strong relationships with internal partners and be a key and active member of manager forums.			
<b>Key Responsibilities</b>		<b>Key Accountabilities</b>	
<ul style="list-style-type: none"> <li>▪ Lead the management of financial resources, to ensure probity, efficiency, high performance and overall value for money.</li> <li>▪ Ensure, in all activities, the service make decisions in the knowledge of the impact those decisions will have financially on the Council.</li> <li>▪ Understand customer needs and provide them with a service they value.</li> <li>▪ Drive the delivery of productivity and efficiency improvement and cost reduction plans across the Council so that the transformation strategy can be achieved.</li> <li>▪ Ensure that officers, and members where directed by the lead finance business partner, are provided with high quality advice and direction on financial strategies, policy, standards and practices.</li> <li>▪ To lead on any project or programme as agreed by the Senior Finance Business Partner.</li> </ul>		<ol style="list-style-type: none"> <li>1. Provide timely and accurate information and advice to budget holders to allow effective management of their budgets and assist them in carrying out their financial duties, constructively challenging where appropriate.</li> <li>2. Monitor performance of budgets and analyse key variances, proposing remedial action as required.</li> <li>3. Promote a culture which empowers budget holders and supports the delivery of value for money services, including reporting on benchmark information and key cost drivers.</li> <li>4. Analyse, interpret and communicate financial and performance data, and provide financial advice in the form of management and board reports. Complete financial returns and questionnaires as required.</li> <li>5. Develop a sound understanding of unit costs, interpreting price / activity variances.</li> <li>6. Propose and develop appropriate cost drivers for service budgets and ensure accurate preparation, monitoring and control of estimates and forecasts.</li> <li>7. Implement and maintain effective financial arrangements and promote the review of financial policy, systems and practice supporting the delivery of a programme of continual improvement.</li> <li>8. Produce accurate financial forecasts and plans highlighting</li> </ol>	

potential opportunities and risks. Quantify and grade risks identified and support the formulation and implementation of mitigation plans where these are required.

9. Undertake financial impact assessments relating to changes in or new legislative and service initiatives.
10. Support the arrangements in place for financial management of the Capital Programme.
11. Support the timely preparation of robust business cases from a financial perspective, identifying and quantifying associated costs, benefits, risks and funding solutions.
12. Contribute to the work involved in achieving the objectives for the Finance and Procurement Division annual plan and ensuring the benefits are realised.
13. Co-ordinate the delivery of information to support the annual accounts closure programme as requested and in accordance with the agreed timetable.
14. Ensure compliance with financial regulations and professional accounting standards.

**The post holder will perform any duty or task that is appropriate for the role described**

## ***Person Specification***

### ***Education and Knowledge***

#### **Qualifications**

- Preferably full CCAB qualification or as a minimum AAT qualified with substantial post-qualification experience.
- Knowledge & understanding of financial management and financial frameworks in a large organisation - preferably public sector.

### ***Experience***

- Service delivery improvements within a finance setting.
- Financial planning and management for a group of service areas.
- Providing financial advice & support to management teams.
- Identifying opportunities to develop financial systems and processes.
- Evaluating and supporting innovative and effective means of financing the delivery of large scale services.
- Engaging and working with management teams.
- Inspiring & motivating colleagues within the finance function to achieve targets and goals.
- Working within and influencing multi-disciplinary teams to achieve service outcomes.

### ***Values and Behaviours, Personal skills and general competencies***

#### **Listening and responding to the needs of our customers**

- Manages staff and resources and uses customer feedback and complaints to achieve excellent customer service
- Sets a personally high standard of customer service as an example to staff
- Takes prompt action to maintain required levels of customer service

#### **Using the Council's resources effectively, reducing bureaucracy and ensuring maximum efficiency**

- Ensures that staff and resources are deployed as efficiently and effectively as possible
- Has a sound understanding of effective budget management techniques
- Encourages staff to develop ideas for increasing efficiency
- Sets a positive example by deploying resources efficiently

#### **Demonstrating purposeful and inspirational leadership**

- Motivates and develops the team to be ambitious in achieving the highest possible performance
- Ensures personal behaviour reflects the highest standards of the service

#### **Creating an open and respectful dialogue to achieve our ambitious goals and targets**

- Sets direction for the team and listening to views
- Builds positive relationships with customers, staff and colleagues through discussion and negotiation
- Ensures that understanding is shared across the team, especially resolving ambiguity
- Establishes open and transparent communication with the team
- Guides and supports staff to portray a professional image

**Continually challenging the way we work and striving to find creative and innovative solutions**

- Anticipates opportunities and issues
- Encourages staff to suggest ways to improve services
- Maintains professional competence and knowledge of developments in their area of practice
- Works proactively with staff to implement change

**Achieving high levels of performance**

- Sets consistent and challenging team targets in line with service plans
- Steers the team towards key outcomes and monitors progress
- Sets high standards for quality; meeting commitments made and finishing work to a high standard
- Monitors staff performance and takes timely action to address performance issues
- Sets personal development plans to support individual and team performance

**Demonstrating fairness and equality in the treatment of customers and staff**

- Ensures that all customers and staff are treated with respect and consideration
- Ensures that corporate standards and policies are implemented and met
- Responds quickly to concerns around fair treatment
- Challenges inappropriate behaviour

**Maintaining effective risk management of services and activities to ensure a healthy and safe environment for staff and customer alike**

- Identifies, assesses and manages risks in order to minimise the impact on service delivery
- Reports to the group managers any risks issues arising from the operating environment
- Maintains a healthy and safe environment for customers and staff
- Sets a personal example to staff of safe working practices

### ***Role Dimensions***

1. The Accountant/Business Partner will provide dedicated financial management support to one or more of the County Council's business areas. This would be either a service department/division or a specific technical finance function. Accountants/Business Partners will report to a Senior Accountant/Senior Business Partner to ensure the accounting and finance requirements of their area of responsibility are fulfilled.
2. The post-holder will be responsible for the day to day supervision of the Assistant Accountants/Assistant Business Partners in their teams.
3. Accountants/Business Partners will be responsible for:
  - Providing financial management support to a Department/Division of the County Council, including undertaking budget monitoring, providing financial advice to service managers and budget holders and preparing reports/briefing notes etc.
  - Supporting the maintenance and development of financial monitoring/month end/quarterly reporting procedures
  - Supporting the production of the statutory year end accounts
  - Supporting the provision of specialist financial advice and training
4. Financial responsibility will encapsulate a Departmental/Divisional budget. An Accountant/Business Partner will therefore have responsibility for supporting a budget of between £10m - £100m.

*Please attach a structure chart*