Nottinghamshire County Council

| *Title* **Accountant/Finance Business Partner** | *Department* *Resources* | *Post Ref.* |
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***Job Purpose***

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.

| ***Key Responsibilities*** | ***Key Accountabilities*** |
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| 1. Lead the management of financial resources, to ensure probity, efficiency, high performance and overall value for money.<br>2. Ensure, in all activities, the service make decisions in the knowledge of the impact those decisions will have financially on the Council.<br>3. Understand customer needs and provide them with a service they value.<br>4. Drive the delivery of productivity and efficiency improvement and cost reduction plans across the Council so that the transformation strategy can be achieved.<br>5. 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.<br>6. To lead on any project or programme as agreed by the Senior Finance Business Partner. | 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.<br>2. Monitor performance of budgets and analyse key variances, proposing remedial action as required.<br>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.<br>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.<br>5. Develop a sound understanding of unit costs, interpreting price / activity variances.<br>6. Propose and develop appropriate cost drivers for service budgets and ensure accurate preparation, monitoring and control of estimates and forecasts.<br>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.<br>8. Produce accurate financial forecasts and plans highlighting potential opportunities and risks. Quantify and grade risks |

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| | identified and support the formulation and implementation of mitigation plans where these are required.<br>9. Undertake financial impact assessments relating to changes in or new legislative and service initiatives.<br>10. Support the arrangements in place for financial management of the Capital Programme.<br>11. Support the timely preparation of robust business cases from a financial perspective, identifying and quantifying associated costs, benefits, risks and funding solutions.<br>12. Contribute to the work involved in achieving the objectives for the Finance and Procurement Division annual plan and ensuring the benefits are realised.<br>13. Co-ordinate the delivery of information to support the annual accounts closure programme as requested and in accordance with the agreed timetable.<br>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*** | ***Personal skills and general competencies*** |
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| **Qualifications**<br><br>1. Preferably full CCAB qualification or as a minimum AAT qualified with substantial post-qualification experience.<br>2. Knowledge & understanding of financial management and financial frameworks in a large organisation - preferably public sector. | **Listening and responding to the needs of our customers**<br>▪ Manages staff and resources and uses customer feedback and complaints to achieve excellent customer service<br>▪ Sets a personally high standard of customer service as an example to staff<br>▪ Takes prompt action to maintain required levels of customer service |
| ***Experience***<br><br>1. Service delivery improvements within a finance setting.<br>2. Financial planning and management for a group of service areas.<br>3. Providing financial advice & support to management teams.<br>4. Identifying opportunities to develop financial systems and processes.<br>5. Evaluating and supporting innovative and effective means of financing the delivery of large scale services.<br>6. Engaging and working with management teams.<br>7. Inspiring & motivating colleagues within the finance function to achieve targets and goals.<br>8. Working within and influencing multi-disciplinary teams to achieve service outcomes. | **Using the Council's resources effectively, reducing bureaucracy and ensuring maximum efficiency**<br>▪ Ensures that staff and resources are deployed as efficiently and effectively as possible<br>▪ Has a sound understanding of effective budget management techniques<br>▪ Encourages staff to develop ideas for increasing efficiency<br>▪ Sets a positive example by deploying resources efficiently<br>**Demonstrating purposeful and inspirational leadership**<br>▪ Motivates and develops the team to be ambitious in achieving the highest possible performance<br>▪ Ensures personal behaviour reflects the highest standards of the service<br>**Creating an open and respectful dialogue to achieve our ambitious goals and targets**<br>▪ Sets direction for the team and listening to views<br>▪ Builds positive relationships with customers, staff and colleagues through discussion and negotiation<br>▪ Ensures that understanding is shared across the team, especially resolving ambiguity<br>▪ Establishes open and transparent communication with the team<br>▪ Guides and supports staff to portray a professional image<br>**Continually challenging the way we work and striving to find creative and innovative solutions**<br>▪ Anticipates opportunities and issues<br>▪ Encourages staff to suggest ways to improve services |

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| | ▪ Maintains professional competence and knowledge of developments in their area of practice<br>▪ Works proactively with staff to implement change<br>**Achieving high levels of performance**<br>▪ Sets consistent and challenging team targets in line with service plans<br>▪ Steers the team towards key outcomes and monitors progress<br>▪ Sets high standards for quality; meeting commitments made anf finishing work to a high standard<br>▪ Monitors staff performance and takes timely action to address performance issues<br>▪ Sets personal development plans to support individual and team performance<br>**Demonstrating fairness and equality in the treatment of customers and staff**<br>▪ Ensures that all customers and staff are treated with respect and consideration<br>▪ Ensures that corporate standards and policies are implemented and met<br>▪ Responds quickly to concerns around fair treatment<br>▪ Challenges inappropriate behaviour<br>**Maintaining effective risk management of services and activities to ensure a healthy and safe environment for staff and customer alike**<br>▪ Identifies, assesses and manages risks in order to minimise the impact on service delivery<br>▪ Reports to the group managers any risks issues arising from the operating environment<br>▪ Maintains a healthy and safe environment for customers and staff<br>▪ Sets a personal example to staff of safe working practices Sets an excellent example of customer care for other staff.<br>▪ Effectively sets direction for a team providing motivation for all to deliver high performance.<br>▪ Anticipates customer needs to provide excellent service continually striving to improve efficiency and effectiveness<br>▪ Sets challenging targets for performance for the team as well as delivering a high degree of personal effectiveness |

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| | ▪ Ensures the Council's policies for fairness and respect are delivered including setting high personal standards<br>▪ Takes an active role in managing risk, health and safety and safeguarding issues. |

***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*

Date