

JOB DESCRIPTION

Job Title:	Finance Business Partner (People Directorate)		
Directorate:	Resources	Salary:	£74,509 - £81,261 FTE plus £729 London Weighting plus a 10% welcome payment*
Section:	Finance	Grade:	BG-A (SCP 61 – 67)
Location:	Time Square	Work Style:	Flexible

*Any welcome payment will be based on the mid-point of the grade in all cases regardless of where someone is appointed within the grade. An employee receiving a welcome payment will be required to enter into a prior undertaking to make a refund if they leave the council service within three years.

Key Objectives of the role

Provide high quality, strategic financial advice and support to the Executive Director: People, Assistant Directors in the People Directorate Management Team, Executive Members and the Bracknell Forest Schools Forum on all matters relating to operations under their control in order that they can properly manage their financial affairs.

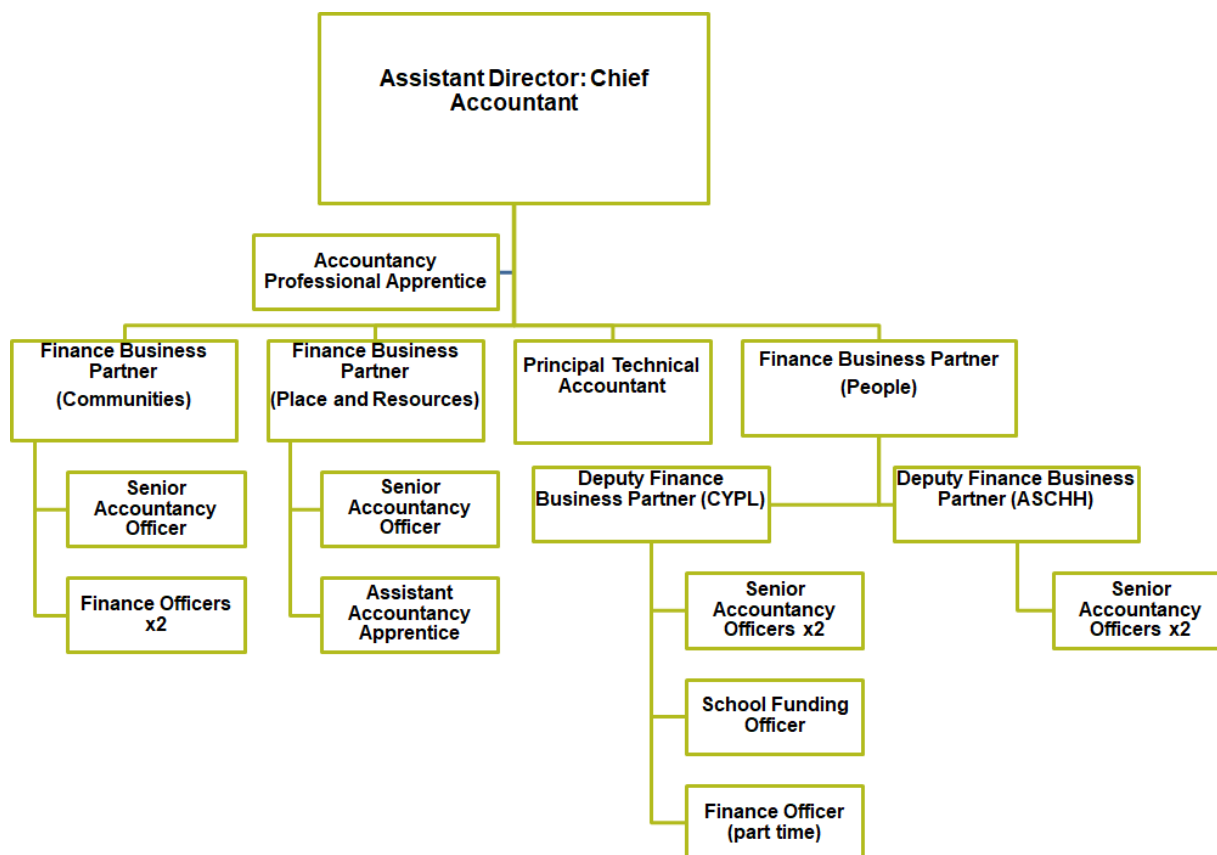
Work closely with the People Directorate to understand their specific challenges and issues and use this understanding to provide them with relevant and timely professional financial advice, ensuring the complex, high risk budgets for Adults and Children's Social Care and SEND are appropriately understood and effectively managed.

Understand the issues facing the People Directorate in terms of service delivery and work with Deputy Finance Business Partners and other staff as necessary to ensure that the support available from the Finance team meets those requirements.

Keep abreast of the changes in legislative inspection and service requirements for the People directorate and plan the personal and functional support required to best support the Executive Director: People and Assistant Directors as relevant. Understand and plan to address those service needs while securing value for money.

Work with the People directorate Management team on their key transformation plans and programmes of work and provide appropriate support, challenge and leadership on the development and implementation of strategies and initiatives as required. In particular, ensure that critical business systems are developed to best meet requirements for service performance and financial reporting, minimizing the need for data manipulation in software and other tools.

Designation of post and position within departmental structure



Daily and monthly responsibilities

1. To be the strategic financial advisor to the Executive Director: People, Executive Members, Assistant Directors and external groups, ensuring that the People directorate is fully informed and advised of key issues including new legislation, policy and guidance and related corporate and other directorate initiatives. Provide strategic support and challenge as necessary to ensure revenue and capital budgets are being effectively managed.
2. Responsible for planning and leading complex projects for the People directorate, including analysing the financial and non-financial implications of changes in the law, policies and strategies and making recommendations to improve financial performance and value for money to the Executive Director, Assistant Directors, other senior managers and Members.
3. Offer strategic advice on developing and implementing Bracknell Forest's local funding formula for schools and top ups for specialist provision, leading consultation and engagement on options and decisions with schools through the Bracknell Forest Schools Forum.

4. Assess and document financial implications for reports covering the People directorate's services, ensuring they are clear and brought to the attention of Members, the Executive Director: People, Executive Director: Resources (s151 officer) and Assistant Directors.
5. Work closely with the Assistant Director: Chief Accountant and other Finance Business Partners to prioritise accountancy resources to enable effective budget planning and control within and across directorates, identifying budget pressures, economies, additional income, costing alternative strategies and policies and identifying alternative options.
6. As the Executive Director: Resources' (s151 officer) representative in the People Directorate, make a positive contribution to the efficient execution of the Council's financial affairs by making recommendations on the implementation of corporate standards of financial probity and monitoring performance against the agreed established standards and highlighting areas where current corporate standards inhibit positive innovation that would enhance value for money.
7. Provide timely and accurate information on the issues affecting the finances of the People directorate's services in support of the preparation and monitoring of the Medium-Term Financial Strategy and develop where appropriate local procedures or guidance to deal effectively with specific financial issues and risks facing the directorate, including through cross-cutting Business Change programmes and external partnerships.
8. Assist in producing the council's statutory annual accounts in line with the corporate timetable, related statutory returns and other financial information related to the directorate, for approval by the External Auditor, the council and subsequent publication in accordance with the programme.
9. To lead effective liaison, negotiations and communications with a wide range of stakeholders and partners to ensure financial management considerations are properly considered in critical decisions, e.g. NHS, Project Boards, contractors and advice and support to budget holders.
10. To ensure all the People directorate services comply with statutory financial regulations.
11. Provide strategic financial input to Directorate and corporate plans and policies.
12. Such other duties as may from time to time be necessary, compatible with the nature of the post.

It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Scope of role

This post has a key role in providing up to date advice to managers on financial law, council policy and procedures, good practice and reducing risk in these areas.

Responsible for the financial input to budgetary control arrangements within the People Directorate and across the council and for ensuring realistic budgets, business plans and performance indicators are in place.

By providing directly and through managing others, accurate, timely and relevant financial information in forms that facilitate manager self-service. Enable budget managers to undertake effective budgetary control of expenditure and income and thus allow budget managers to accurately evaluate performance against predictions for the council.

Maintains a high standard of compliance with the council's financial policies and procedures included with the council's constitution.

Evaluate and advise on the financial impact of proposed policies and service changes on the council's resources.

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>CCAB or equivalent accountancy qualification with significant post-qualification experience.</p> <p>Detailed knowledge and experience of financial frameworks and challenges within Social Care services and / or of complex school funding issues and requirements from the local authority perspective.</p> <p>Experience of providing strategic financial advice to senior managers in Social Care and / or Education services.</p>	<p>Experience in a local authority corporate finance environment.</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>In depth knowledge of local authority accounting guidance and practice.</p> <p>Substantial experience of working in a finance section in a public sector organisation at a senior level.</p> <p>Credible strategic advisor to Executive Directors, Assistant Directors and Members on a range of financial issues.</p> <p>Experience of the design, implementation and review of efficient business processes.</p> <p>Substantial experience of using large computerised financial systems.</p> <p>Microsoft Word to intermediate level and Excel to advanced level.</p>	<p>Experience of using Agresso.</p> <p>Experience of effective working in co-operation and partnership with a wide range of internal and external bodies.</p>
Work-related Personal Requirements	<p>No criminal record involving theft or fraud.</p>	

	<p>Communication skills suitable for clear interaction with managers from a range of different disciplines.</p> <p>Proven focus on exceeding deadlines and targets.</p> <p>The ability to manage a mixed workload of competing priorities.</p>
Other Work Requirements	<p>Keeping up to date with developments affecting local government generally and the services delivered by a specific Directorate.</p>
Role models and demonstrates the Council's values and behaviours	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

