



Job Description

Job title	Finance Business Partner	Hours	37 hours <i>Flexible working options are available, including job share</i>
Department	Finance	Salary	SK14-16 (£40,278 to £44,304 per annum)
Location	Hybrid - a mix of home and office-based working	Contract	Permanent

Main Job Purpose

Be a key part of a forward thinking and innovative finance team that will:

- Provide expert financial advice to service areas, Corporate Management Team and members including undertaking complex modelling of innovative approaches
- Help and enable service to deliver outcomes on a business like & commercial basis, achieving value for money for residents
- Demonstrate leadership and technical expertise to support the embedding of financial best practice across the organization
- Identify outcome focused solutions which will support the ambitions of the Council as set out in the Corporate Plan

Support the Assistant Director of Finance and Senior Accountants, working in a modern, forward thinking and dynamic financial team that will support the development and embedding of a commercial culture across teams and provide proactive a value-adding financial support working with service areas across the council.

To ensure that Finance provide an efficient, effective and modern service, guiding and managing the operation and activities of the team in accordance with relevant statutory requirements and the policies of the Council.

To support the Assistant Director of Finance, and Senior Accountants in delivering performance improvements and the actions set out in the relevant service plans for the areas you are business partnering, and improvement plans relevant to the services described above including performance indicators and measures relevant to the service areas.

This role is not politically restricted.

Main Statement of Responsibilities

- To manage the finance relationship across all service areas ensuring that effective financial management is provided to ensure that officers and members can make informed decisions.
- Ensure that service areas understand the importance of the management of financial resources, promoting probity, efficiency, high performance and overall value for money.



Create a culture which empowers officers across the organisation to support the delivery of value for money services.

- Support the embedding of a commercial culture and provide accurate, high quality and relevant financial information to enable sound decision making of a commercial nature.
- To work with Senior Accountants to development of a 'real time' approach to financial management providing teams with the tools, skills and confidence to understand the financial impact of day to day decisions as part of embedding a 'business-like' culture across the organisation.
- To take responsibility for the completion of allocated tasks in the closure of the revenue and capital accounts and the production of the Statement of Accounts in accordance with current accounting requirements and statutory deadlines for the council and associated legal entities. Produce accurate, well-presented and timely information working papers to support the external audit process.
- Work alongside service areas to produce revenue and capital budgets, accurate and timely budget forecasts recognising the financial impact that these processes have on the Medium Term Financial Strategy.
- To work alongside service areas in order to develop and support robust budget monitoring and forecasting processes to support the day to day operational and strategic management of the business.
- Play a key role in strengthening and maintaining the quality and flow of information between Financial Services and Service Areas.
- Monitor and forecast financial and non-financial performance with budget managers to identify emerging resource issues and ensure that these are escalated to senior management;
- Work with managers to fully understand the service delivery of each directorate to ensure that financial information supports their key drivers and enables informed decisions to be made
- Support Service Areas in developing robust business cases by providing, reviewing and constructively challenging financial information and also ensuring that any information requested information is clear and precise and provided in a timely manner;
- Provide coaching and mentoring support to the Trainee Accountant, Finance Officer and Finance Assistants to ensure their skills are developed to enable them to provide support to both finance and service areas across the council.
- To provide support to the Assistant Director of Finance, in line management support to members of the team when the Senior Accountants are not available.
- Provide treasury management services as required on ad hoc basis.
- Provide VAT services including the submission of monthly returns and obtain appropriate advice when requested and ensure that any future VAT developments impacting on the council are highlighted to senior management
- Lead on financial support to Leisure SK, including budget monitoring and forecasting, as well report writing, and presenting to the LSK Board.
- Use a variety of systems for financial monitoring, such as Unit4 and SAGE on a regular basis.
- Build relationships with areas, and business partner with them to identify new or different sources of funding (e.g. borrowing, grants, private investments) to support the effective delivery of the Council's ambitions.



Core values

Our vision is to “be the best district in which to live, work, and visit.” To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on six areas:

Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council’s operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident’s trust.

Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.

Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

Kindness

- Empathy and understanding of others.
- Treating everyone with respect.





Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

Person Specification (SK14/15)

Relevant Experience, Skills and Knowledge

Essential

- Excellent interpersonal skills, with the ability to gain respect, confidence and trust of the public and staff
- Adapts style to fit situations and people
- Ability to address and resolve conflict to create win/win situations and retain focus on delivering outcomes
- Ability to produce financial models in conjunction with Senior Officers
- Ability to build strong relationships and reputation at all levels both within and outside the organisation

Desirable

- Ability to support the coaching and mentoring others (both finance and non-finance specialists) in developing skills, experience and understanding
- Experience of successfully undertaking complex financial modelling over multi-year projects (including sensitivity analysis)
- Being part of cross-functional teams, including external resources
- Understanding wider implication of decisions from a legal, procurement, technical perspective

Relevant Qualifications

Essential

- Significant experience in the same or similar field
- AAT qualification and up to date working experience of best practice methodology

Desirable

- Accountancy qualification (CIPFA, ACCA, CIMA) and up to date working experience of best practice methodology
- Evidence of continuing professional development (CPD)

Communication and Interpersonal Skills

Essential

- Challenges prevailing views, thinking outside the box and work with others to create innovative and better solutions Demonstrates a continuous learning approach, continuously improving style and skills
- Use data, information and evidence to develop strong negotiating positions and successfully deliver negotiations Ability to make linkages across the organisation, identifying unintended consequences or additional synergies and to work with others to realise maximum benefits for South Kesteven



Person Specification (SK16)

In order to meet the SK16 grade, you must have also met the above criteria as well as the below

Relevant Experience, Skills and Knowledge

Essential

- Experience of successfully undertaking complex financial modelling over multi-year projects (including sensitivity analysis)
- Being part of cross-functional teams, including external resources
- Understanding wider implication of decisions from a legal, procurement, technical perspective

Desirable

- Ability to support the coaching and mentoring others (both finance and non-finance specialists) in developing skills, experience and understanding.

Relevant Qualifications

Essential

- Accountancy qualification (CIPFA, ACCA, CIMA) and up to date working experience of best practice methodology AAT with significant post qualification experience

Desirable

- Evidence of continuing professional development (CPD)