

Information pack for the post of
Service Business Partner
Job reference number 1282
Closing date: 3 November 2025 (noon)
Interview date: To be confirmed

Guidance on completing the application form.

Please ensure all sections of the application form are complete.

Before filling in your application form, please read the job description carefully. This outlines the duties to be performed, the person specification will outline the skills, abilities and qualifications required of the postholder. You will need to demonstrate that you meet the requirements of the job description, (or at least have the potential to do so), in order to be shortlisted for an interview.

Please note, when copying and pasting text into the online application form the formatting may change, so please check before submitting.

Disclosure and Barring Service (DBS)

Some posts may be subject to a basic or an enhanced DBS check. This will be stated in the advertisement, Job Description or Person Specification. Further information about this check can be obtained from the following website:

www.gov.uk/disclosure-barring-service-check

Politically Restricted Post

Some posts may be politically restricted which means Under the Local Government and Housing Act 1989 some posts will be disqualified from being a Councillor, Member of Parliament or Member of the European Parliament. The regulations restrict you from undertaking:

- Candidature for election
- Holding office in a political party
- Canvassing at elections
- Speaking or writing publicly on matters of party political controversy.

Additional Clearance

Some posts may at any time be required to undertake additional clearance or checks.

These may be required in order to comply with a request from a Government body or as a result of a statutory requirement and may include some form of criminal record check.

Referees

References must cover the last 3 years together with a reasonable account of any significant periods (6 months or more) of time spent abroad.

Ensure that the names of referees that you supply relate to people who you know in a professional capacity. Ideally, at least one referee should be your current manager or college tutor. Previous managers or tutors can also be named, but where possible, you should avoid providing names of colleagues or friends as referees.

Your referees will be asked to supply information regarding your professional and technical ability, your character and personality, and your timekeeping and reliability. They will also be asked for information regarding your general health and absences on the grounds of sickness over the last two years.

Evidence of information provided in your application form

Successful candidates will be required to provide documentary evidence of the qualifications required to do the job. We reserve the right to verify any information given on the application form and failure to provide such evidence will result in the offer being withdrawn or in dismissal.

Equality and diversity

Spelthorne Borough Council is committed to equality of opportunity for all in relation to the services and functions it carries out and in the employment practices it follows. As a responsible employer, the Council will conduct its affairs in a manner which will not unlawfully and unjustifiably cause disadvantage to any employee or job applicant on the following grounds: age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief or marriage and civil partnership.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.

Complaints about equality and race equality issues will be dealt with promptly and seriously. Please refer to our website for further information.

Eligibility to work in the UK

The Asylum and Immigration Act makes it a criminal offence for employers to recruit staff who are not entitled to work in the UK. Therefore any offer of employment will be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.

What happens after I submit in my application?

The shortlisting panel will look at your application form after the closing date to see how well your skills, experience and knowledge meet the requirements of the job set out in the person specification. Candidates who are shortlisted for interview will be advised of the arrangements.

Telephone **01784 444263** or e-mail recruitment@spelthorne.gov.uk with any queries.

You are also able to apply online using www.surreyjobs.info

surreyjobs.info
A revolution for Public Sector jobs in Surrey
www.spelthorne.gov.uk





Service Business Partner

Salary £39,051 - £52,595 pa (bar at £47,107pa)

Full Time 36 hours per week

Are you a finance professional who thrives on making a tangible impact? Do you want to use your skills to support a thriving community and help shape the financial future of a progressive council?

At Spelthorne Borough Council, we are more than just a local authority. Strategically located just south of Heathrow and alongside the River Thames, we are proud to serve one of the most dynamic areas in the west of London. Our team is committed to delivering high-quality services, protecting our valued environment, and supporting the wellbeing of our residents.

We are now looking for an enthusiastic and motivated individual to join our Finance Service as a Service Business Partner.

Why Join Us?

- **Make a Difference:** Be part of a team that is central to supporting strategic decisions and enabling positive change across the Council.
- **Work-Life Balance:** We offer flexible working arrangements, generous annual leave, and a strong focus on wellbeing.
- **Professional Growth:** Take advantage of training, development programmes, and leadership pathways to support your career progression.
- **Inclusive Culture:** We are committed to equality, diversity, and inclusion – where everyone is respected and encouraged to thrive.

About the Role

As a Service Business Partner, you will provide high-quality financial support and commercial insight to Housing Services Team, Group Heads, Service Managers, and budget holders. You will play a key role in helping the Council manage resources effectively, identify opportunities for improvement, and support informed decision-making.

Your core responsibilities will include:

- Delivering accurate budget monitoring
- Timely financial reporting and forecasting
- Supporting the annual budget-setting and year-end processes
- Contributing to strategic planning and governance
- Advising services on financial sustainability and Housing General Fund.

This is a great opportunity to add real value in a forward-thinking council where finance is central to driving transformation and aim to achieve financial sustainability through disciplined planning, effective governance, and transparent reporting.



Spelthorne Borough Council use the Microsoft Authenticator app as a secure way of accessing our network. Successful candidates will be required to use their own mobile device to download and use Authenticator.

This post is identified as a hybrid post supporting both office and home working in line with Spelthorne Borough Council's policy. The post holder will be required to attend the office in line with a rota and any service requirements.

In return, we can offer excellent conditions of service with a benefits' package that includes flexible working hours, pension scheme and at least 23 days' paid leave per year (pro rata for part time).

Closing date: 3 November 2025 (noon)

Interview date: To be confirmed

To apply please use the 'apply online' button below.

CVs can only be accepted in support of a completed application form.

Unfortunately, we are unable to reply to all candidates. If we have not contacted, you within 3 weeks of the closing date then your application has been unsuccessful.

All shortlisted applicants will be contacted via email after the closing date.

Working towards equal opportunities

Strictly No Agencies

Spelthorne Borough Council

Job Description

Date Prepared: July 2025
Service Business Partner

Post Title:

Post Number: 4545,4562, 4547, 4726 **Grade:** M1 – M3

Service: Finance Services

Section Head: Deputy Chief Finance Officer

Report To: Strategic Finance Manager – Management Accounting

Purpose

To support the Strategic Finance Manager – Management Accounting in delivering a range of high-quality financial management services to the Council's corporate leadership. This role is focused on adding value, maximising financial returns, and enabling the Council to pursue and manage commercial opportunities effectively.

The postholder will play a key role in business partnering, providing financial, commercial, and strategic advice to the Management Team (MAT), Group Heads, and Service Managers. Specific responsibilities include the preparation of monthly revenue and salary monitoring forecasts, and active involvement in the annual budget-setting and year-end closure processes. The role will support services in achieving financial sustainability and informed decision-making.

- General Duties:**
- Provide day-to-day financial support, advice, and guidance to MAT, Group Heads, Service Managers, and other service areas across the Council.
 - Deliver regular budgetary control and forecasting reports to support effective financial management within service areas.
 - Conduct detailed analysis of budget variances to identify emerging short- and medium-term resource issues.
 - Assist in the preparation of the annual revenue budget, including identification and extrapolation of key budget risks to inform the Medium-Term Financial Strategy.
 - Support the closure of the revenue account for the production of the Statement of Accounts, including preparation of working papers, audit evidence, and completion of supporting notes to the accounts.

**General
Responsibilities:**

Equal Opportunities:

The Council is committed to achieving equality of opportunity and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.

GDPR:

The council is committed to the principle of confidentiality and the requirements of the Data Protection Act and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.

Health and Safety:

The Council is committed to providing a healthy and safe working environment and expects all employees to implement and promote policies in all areas of their work including attending training as appropriate.

Particular Duties and responsibilities:

1. Deputise for the Strategic Finance Manager – Management Accounting, as and when required.
2. Coordinate and prepare revenue and salary budget setting for specified service areas in collaboration with Group Heads, in line with agreed corporate timetables.
3. Prepare monthly monitoring reports for revenue and salary budgets; provide financial advice and analysis to Group Heads and Cost Centre Managers to support reporting and outturn projections for Management Team and Committee submission.
4. Assist the Deputy Chief Finance Officer / Principal Accountant (Treasury Management & Capital) with the production of the Final Accounts. This includes regular balance sheet monitoring, reconciliation, preparation of supporting statements and working papers, and liaison with auditors and relevant stakeholders.
5. Attend working groups, project teams, and Committees as required during working hours.
6. Support the evaluation of proposed acquisitions, including assessing the financial strength of tenant covenants.
7. Provide training and support to officers and other relevant parties, as appropriate.
8. Offer financial guidance to service areas on budget formulation, service plans, performance measures, and revenue spending plans.
9. Deliver targeted financial support, including project appraisals, reviews, development work, grant claims/returns, and revenue or capital project assistance, as agreed with the Strategic Finance Manager and Deputy Chief Finance Officer.
10. Maintain accurate, secure, and transparent financial and accounting records. Assist in the continuous development of the finance team to meet evolving corporate policies, legislative changes, accounting standards, and structural adjustments.

11. Ensure the accuracy of General Ledger coding and related accounting records, including:
 - a. Preparation, calculation, and closure of centralised recharge budgets.
 - b. Completion of statutory and ad-hoc statistical returns.
12. Monitor and reconcile grant income and expenditure relevant to assigned service areas.
13. Prepare monthly Payroll reconciliation between the Payroll system and the Integra (GL) Financial Management System.
14. Prepare and monitor the Council's VAT return and partial exemption budget/outturn calculations.
15. Conduct monthly balance sheet monitoring, including preparing reconciliations, identifying issues, and resolving discrepancies. Provide technical support as needed.
16. Support the Strategic Finance Managers (Management and Financial Accounting) in the preparation of Final Accounts, including working papers and liaison with auditors and external parties.
17. Provide cover for treasury management, capital accounting, and the systems accountant, as necessary.
18. Keep up to date with relevant legislation, accounting standards, and professional developments affecting Local Authorities.
19. Support budget monitoring and year-end accounting for Council-owned companies such as Knowle Green Estates and Spelthorne Environmental Services Ltd.
20. Carry out such other duties as may be required by your Deputy Chief Executive appropriate to your skills and to a level of responsibility not exceeding the grade on which you are appointed. In accordance with the Equality Act any reasonable adjustments will be made to overcome any factor which puts a disabled employee or applicant at a disadvantage.

Bar

There is a bar between scale point 36 (top of M2) and scale point 37 (bottom of M3). Progression beyond this point will be subject to conditions being met and the agreement of the Strategic Finance Manager (Management Accounting) or Deputy Chief Finance Officer.

The conditions include:

- Full accountancy qualifications (level 7)

Person Specification

Post: Service Business Partner Post number: 4545,4562, 4547, 4726	
Education	Part qualified CCAB Accountant or CIPFA Level 7 Certificate in Finance Business Partnering or Member of the Association of Accounting Technicians (AAT) or equivalent.
Experience	- Strong finance Business Partnering experience, including budget setting and monitoring. - Significant demonstrable experience of providing advice to managers in resolving complex finance related issues. - Experience of contributing to the management of a service/function re budget setting and monitoring. - Proven track record of building relationships and engaging external partners. - Experience of providing advice and guidance to senior clients, managers, and colleagues. - Experience of working with senior managers. - Experience of working in a finance department, preferably within a public sector environment - Proven experience of developing and maintaining financial models and business cases. - Proven experience of undertaking financial analysis and providing/ presenting financial advice to financial and non-financial audience. - Experience of financial reporting, performing reconciliations and producing high quality working papers - Experience of working with Financial Management Systems and associated reporting tools, preferably with a public sector environment. - Experience of advising and working collaboratively with senior and middle managers on a range of financial matters.
Knowledge	- Comprehensive understanding and application of 'best practice' in terms of current financial regulations. - Extensive knowledge of MS Office and financial software packages (ideally Integra), including interrogation, analysis, data manipulation and reporting. - Strong research and analytical skills to interpret Management Information and sound lateral thinking to identify innovative financial solutions.
Skills	- Confidently interpret and communicate complex legislation and information concisely, orally and in writing using plain English to convey clear messages to a wide range of people/organisations. - Ability to consider the wider implications of decision making and policy development. - Ability to challenge senior managers on financial issues and propose solutions to solve organisational needs.

- Ability to work in a team and independently to a high standard without supervision, making balanced judgements and decisions to ensure deadlines are met under pressure.
- Training delivery skills.
- Application of ICT to support efficient ways of working,
- Strong relationship management skills (the ability to persuade and influence) to establish effective business partner relationships within the Council.
- Possess business and financial acumen to enable sound management decision making.
- Effective time management and prioritisation to manage own workload to meet conflicting deadlines.
- Ability to think “outside the box” and challenge existing procedures and practices and develop cost effective solutions to support service delivery.

Other Requirements / Person Specification

- Strong focus on outcomes.
- Proactive and tenacious in approach.
- Good judgement, strong analytical skills, and the ability to use data and information intelligently and innovatively.
- Be accountable for personal performance, through meeting agreed personal targets and through undertaking planned programmes of professional development.
- Demonstrate a strong customer focus and builds trust and good relationship with customers.
- Finance focused approach with the ability to act as a positive role model for the Council.
- Must be fully aware of the sensitivity and confidentiality of the function and act with integrity.
- Self-motivated with a positive and enthusiastic ‘can do’ attitude and solutions focused team player.
- Flexible and positive attitude to change and continuous improvement in all aspects of finance service delivery.
- Intuitive and enquiring mind with strong attention to detail.
- Ability to adapt natural communication style to suit a range of audiences/need.
- Leads by example by demonstrating the corporate behaviours.