



Job Description and Person Specification

Job Title	Senior Finance Business Partner	
Post Number	P2218	
Grade	PO2	
Other Payments		
Job Family	Principal Officer - Team	
Service	Finance and Legal	
Progression	Progression through the grade is dependent on performance against delivery targets, value and behaviours	
Hours per week	37	
Accountable to	Principal Finance Business Partner	
Date created/ reviewed	July 2026	

JOB DESCRIPTION FOR SENIOR FINANCE BUSINESS PARTNER

Job Purpose

As a Senior Finance Business Partner, you will act as a financial advisor to designated Council service areas. You will bridge the gap between finance and operations, delivering robust financial planning, reporting, variance analysis and forecasting to drive effective decision-making, service improvements, and the achievement of Council priorities

Supporting the Principal Finance Business Partners in the provision of a full range of professional support services to Councillors, Service Committees, senior managers and budget holders.

Accountabilities

1. Provide high level financial advice, challenge and information, contributing to overall strategic and operational developments across the designated areas. Examples of such designated services/responsibilities include:
 - Budget Planning and Monitoring in relation to revenue and capital
 - Analysis and commentary of variances against budget
 - Identification of financial risks and opportunities
 - Financial evaluations and recommendations of business activities
 - Financial research and policy development

• Completion of returns to government departments • Develop effective Business Partner and Budget Holder relationships Contribute to service planning and delivery within the Finance Business Partnering team to ensure work area objectives, corporate priorities and customer requirements are met.
2. Responsible for the accounting, forecasting, budgeting, financial reporting including evaluating financial risks and opportunities to performance for the designated areas of the Council's revenue and capital programmes ensuring activities comply with statutory guidance.
3. Analysis and interpretation of changes in legislation and accounting requirements ensuring compliance with CIPFA's Code of Practice on Local Authority Accounting, the Prudential Code for Capital Finance.
4. Support the Finance Manager Systems and Controls and the Team Leader Controls in the preparation of the Statutory Accounts. Lead on designated elements of the year-end closedown process and preparation of the Statement of Accounts as directed by the Finance Manager, Systems and Controls.
5. Contribute to the preparation, development and implementation of the Finance Strategy, including the Medium-Term Financial Strategy, HRA Business Plan, Capital Strategy and detailed service budgets for designated service areas.
6. Responsible for the production, analysis, and presentation of budget management reports to Budget Managers, Service Managers and Assistant Directors in accordance with agreed timescales and provide challenge and recommendations.
7. Contribute to the development, implementation and review of systems, procedures and management information processes to improve the quality, consistency and effectiveness of financial support across the Council
8. Undertake benchmarking, financial modelling and performance analysis to identify risks, opportunities, efficiencies and service improvement options, and present findings and recommendations to managers to support decision-making and improved outcomes. Identify, recommend and support the implementation of change and continuous improvement initiatives within the finance business partnering service and across designated service areas.
9. Line manage and develop designated staff within Finance Business Partnering team, including allocating work, monitoring performance, reviewing outputs, and supporting induction, learning and continuous improvement across the team, while contributing to the leadership and resilience of the whole team. .
10. Provide technical and professional financial advice, guidance and challenge to budget managers, service managers, assistant directors, councillors and other stakeholders, and build effective working relationships to support sound financial management and decision-making.
11. Undertake other duties commensurate with the purpose and grade of the post as may be required from time to time.

Demands

Mental Concentration: Ability to concentrate for several hours each day on complex systems and calculations involving large volumes of transactions while responding in a timely manner to requests for assistance from service users.

Working Conditions

Evening work and additional hours will be required to meet the year end final accounts and budget setting deadlines and service requirements.

Attendance at evening meetings will be required from time to time.
Ability to work with minimum supervision.

Other Employment Requirements

This job may be suitable for part time home working.

ROLE SPECIFIC PERSON SPECIFICATION SENIOR FINANCE BUSINESS PARTNER				
Criteria		Essential	Desirable	Assessment
Values and Behaviours				
	We are Customer Driven	X		I, T, R
	We Care	X		I, T, R
	We are Confident	X		I, T, R
	We Work Together	X		I, T, R
	We are Trusted	X		I, T, R
Qualifications				
Q1	Educated to degree or evidence of degree level ability of education through work experience and relevant experience of working in a financial services environment.	X		A,D,I, T
Q2	Evidence of significant professional finance experience, with relevant professional qualification, part qualification, or equivalent demonstrable technical expertise.	X		A,D,I
Q3	Evidence of continuous professional development	X		A,D,I
Q4	Mandatory practising certificates, where appropriate		X	A,D,I
Knowledge				
K1	Up to date working knowledge of relevant legislation, regulations, standards and core disciplines of work area including (minimum of 4): - medium and long term planning - business partnering and strategic financial advice - translating financial analysis into operational decision-making - financial modelling and option appraisal - budget preparation and monitoring - service costing (calculating the full cost of delivering a service) - setting and reviewing fees and charges - and variance analysis	X		A,I,T
K2	Knowledge and understanding of (minimum of 5): - functions of local government - major issues and challenges facing specific work area - performance management	X		A,I, T

	- project working - procurement and contract management - new approaches to commercial activity in local government - risk management			
K3	Commitment to and clear understanding of equal opportunities	X		A,I,T
K4	Understanding of health and safety issues relevant to work area	X		A,I,T
K5	Knowledge of Microsoft Office Suite and work specific software packages including advanced excel	X		A,D,I
Experience				
E1	Experience of using effective questioning, listening and communication skills to get to the root of financial and operational issues, identify risks and opportunities, and provide clear, evidence-based advice to managers and budget holders. This will involve the need to build trusted working relationships with a range of managers.	X		A,D,I
E2	Extensive experience of supporting or leading the implementation of change, service improvement or new ways of working within a finance or service environment.	X		A,D,I
E4	Extensive experience of monitoring complex budgets and undertaking related professional financial duties	X		A,I, T
E5	Experience of successfully supervising a team and managing work allocation and quality		X	A,D,I
E6	Experience of contributing to policy development, service planning and implementing service improvements or change initiatives in a relevant professional environment.		X	A,D,I
E7	Experience of using an integrated Finance system in a large complex organisation		X	
E8	Examples of having specialist technical knowledge in some areas such as Local Government Accounting, Capital Financing or Treasury Management, Statutory returns, Housing Revenue Accounting or Year-end closedown.		X	A,I,T

Method of Assessment Codes

A	Application	T	Tests	R	Reference	D	Documentary	I	Interview	O	Other
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	Form		(online / at interview)				Evidence				
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For further information on the scope of accountabilities when working at this level please see the generic job description/person specification [here](#)