Basingstoke and Deane

JOB DESCRIPTION

Job Title	Finance Business Partner		
Grade (*if known*)	I		
Directorate	Chief Executive		
Business Unit /Section	Financial Services		
Preparation Date	September 2024		
Responsible to *(job title)*	Finance Business Partnering Manager		
Responsible for total number of direct reports	1	**Responsible for total number of staff managed**	1

Main purpose of job

To be the financial advisor to the stakeholders for assigned service areas. To have a clear understanding of the financial management arrangements of the service areas and the wider impact on the council – from budget setting to in year control and support to the financial accounts as necessary. Ensuring the high standards of financial management that comply with the Council's financial regulations, policies, and procedures.

Main responsibilities

1. Stakeholder Engagement – develop and maintain strong partnerships with the relevant Directors, Heads of Service and Budget Managers representing the Finance Service. Helping to improve financial awareness and provide accurate and credible advice on financial management and wider governance issues. Actively contribute at business meetings and be proactive in looking for efficiency.
2. Financial management – co-ordinating assigned directorate's annual financial planning activity and provide information and advice to support option analysis, decision making and effective financial control in year. Presenting and explaining financial information clearly and offering advice to inform decision making. Constructively challenging spending plans and maintaining focus on outcomes and business priorities. Understand the cost drivers of the business and carry out analysis of information to improve efficiency and understanding.
3. Supporting the development of business cases - providing constructive challenge and decision making support that adds value. At all times upholding the integrity of financial management in the public sector and the need to ensure value for money for residents and service users.

Key tasks

1. Stakeholder management and delivery – Be a key member of the leadership team for the assigned areas and drive strong financial management and control and advocate financial priorities though the provision of timely and robust financial information to enable you to influence decision making across the directorate. Identify and develop stakeholder relationships to effectively represent finance and financial issues. Clarify strategies and plans and follow appropriate financial regulations, policies and procedures to ensure deliverables are achieved.

2. Budget – Work with budget holders in the relevant areas to develop robust budget plans to support the council's medium term financial strategy and monitor those plans. Influence the affordability and prioritisation of business plans and service sustainability. Drive and support the directorate in meeting challenging budget reduction programmes.

3. Business resources – Monitor headcount plans and limits, look at resource mix issues and cost of resources to deliver the Council's priorities.

4. Guidance, Support and Financial Assurance – Act as a finance counterpart to budget holders, working alongside the service to provide support, guidance and coaching to develop the financial acumen of budget holders and confidently engage with stakeholders and colleagues at all levels to generate commitment to goals.

5. Project financial decision making across the Council – Provide strategic and financial decision making support to underpin strong financial performance. Use insight to curtail or support business and investment activities and weigh up priorities and benefits of different actions and activities to consider how to achieve cost effective outcomes. Support the development of financial modelling within business cases, engaging with wider Financial Services colleagues and other stakeholders as business cases progress. Use an understanding of the commercial landscape and financial impacts of contracts according to their payment base and mechanisms.

6. Promote a financial management culture – promote an ongoing high level of financial management acumen across the council by supporting and delivering appropriate financial management training for officers and members.

7. Support the team – Motivate and task manage finance analysts assigned to support areas of responsibility ensuring high quality of outputs are generated. Build effective working relationships with other finance business partners to ensure the council's financial plans are aligned and consistent across the teams.

8. Covering for other members of the team and undertaking such work as the Finance Business Partnering Manager or Accountancy Manager may determine which is compatible with the responsibility level of the post.

9. Line management – Manage and support your direct report, promoting effective individual and team performance to ensure high quality of outputs are generated. Show your commitment to personal development and ensure that the team remain up to date with current financial management practice, practical skills in respect of the systems used and deliver consistency of approach. Ensure that they progress where appropriate with relevant training and qualifications.

10. To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on data protection, equalities, health and safety and safeguarding children and vulnerable adults).	
Essential User	No
Special features and/or equipment *(anything 'out of the norm')*	The postholder may be required to work abnormal hours where necessary, either to attend meetings or carry out urgent work.

This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.