Job Description

Job Title	**Finance Business Partner**
Evaluation Number	**4948**
Date of Job Description	**19/08/2026**
Pay Scale	**19PS2 (31 - 33)**
Post Number on the organisation chart	**5EC051**
Line Manager Post Number	**5EX004**
Accountable to Manager's Job Title	**Assistant Head of Finance - Accounting and Pensions**
Department	**Finance**
Service Unit / Team / Area	**Accountancy and Finance**
Location And the Post Code if relevant	**Headquarters - Block B (the main building), Caernarfon LL55 1SH**

Purpose of the Post

- Ensure that the people of Gwynedd are at the heart of everything we do.
- Lead a team that is responsible for providing a finance and accountancy service for a Council Department in the most effective and efficient way and contribute to enabling the Department to achieve its aims and objectives.

Responsibility for functions

e.g. staff, budgets, equipment

- Manage Senior Accountancy Assistant / Accountancy Assistant / Trainee / Apprentice on a daily basis and have general responsibility for the equipment used within the field of the post.

Main Duties

- Undertake the role of Business Partner offering a professional independent viewpoint alongside expertise, challenge and empathy, all necessary to support the delivery of the department's business objectives and financial priorities.
- The post holder is expected to lead the Team that provides financial and management accounting support to the Council's Department as follows:
- Ensure that targets set by the Assistant Head of Finance are achieved and take steps to correct any slippage or reduction in quality.
- Act as Line Manager for finance staff who deal with the budgets of the relevant Department and encourage the staff to work to their full potential, measuring performance against targets.
- Ensure that the requirements of the Head of Department and managers are delivered in accordance with any requirements set in a service level agreement.
- Deliver work involving the budgets and accounts of the relevant Department, that comply with the appropriate professional standards, in accordance with the instructions of the Assistant Head of Finance or Head of Finance and any relevant corporate policies.
- Prepare the budgets and final accounts of the Department in question, in accordance with the guidance set by the Assistant Head of Finance or the Head of Finance.
- Deliver the relevant financial functions that are particular to the areas of the Department in question, in accordance with the relevant statutory requirements, and take personal responsibility for complex budgets where a high level input is required.
- Monitor the revenue and capital budgets of the Department in question and prepare reports as relevant for the Head of the Department and managers, the Assistant Head of Finance and/or the Head of Finance.
- Establish and review financial information gathering systems and consult with the Head of Department and managers as required in order to ensure the practice of robust financial control.
- Ensure that correct grant applications are submitted to external bodies on time and that appropriate grant monitoring arrangements exist.
- Assist the Assistant Head of Finance to consider any accountancy developments in the services in question and assist to develop arrangements to comply with these by being aware of any relevant developments.
- Attend meetings, committees, working groups or relevant panels in accordance with the requirements of the Assistant Head of Finance and play a leading role in the development of the Department's financial strategy.
- Provide advice, information or financial reports for the Head of Department and the managers as required.
- Provide and review statistics for the relevant services in accordance with statutory and recognised accounting standards.
- Responsibility for self-development.
- Ensure compliance with Health and Safety rules in the workplace in accordance with the responsibilities noted in the Health and Safety at Work Act 1974 and the Council's Health and Safety Policy.
- Operate within the Council's policies in relation to equal opportunities and equality.

Main Duties

- Responsible for managing information in accordance with the Council's information management guidelines. Ensure that personal information is treated in accordance with Data Protection legislation.
- Commitment to reducing the Council's carbon emissions in accordance with the Carbon Management Plan, and to encourage others to act positively towards reducing the Council's Carbon Footprint.
- Undertake any other reasonable duty which corresponds to the salary level and responsibility level of the job.
- Responsibility to report any worry or suspicion that a child or vulnerable adult is being abused

Special Circumstances . e.g. the need to work unsociable hours, special working arrangements etc.

- Occasionally required to work outside usual working hours.

Only an outline of duties are indicated above, in order to give an idea of the level of responsibility entailed. This job description is not exhaustive in detail, and job duties may change from time to time without changing its fundamental nature and level of responsibility.

To be completed by the post holder

Signature of Post Holder		Date	

To be completed by the Council officer

Signature of the Head of Department		Date	