Colchester City Council

JOB ACCOUNTABILITY STATEMENT AND PERSON SPECIFICATION

Job Title:	**Finance Business Partner**	**Salary Grade:**	CMG 8
Service Area:	**Corporate Services**	**Section:**	Finance

Responsible to: Senior Finance Business Partner

Line Management responsibility for: Not applicable

Contact with: Service Directors, Budget Managers, Councillors and external supplier and customer organisations.

Purpose of job: A trusted adviser and strategic finance partner who works collaboratively with services and stakeholders across the Council. The role supports the delivery of the Council's priorities by providing high-quality financial advice, insight and challenge that enables informed decision-making and sustainable use of resources.

Through active communication and commercial understanding, Finance Business Partners help services understand the story behind the numbers, identify opportunities and risks, and make decisions that improve outcomes for residents.

Guided by insight and scenario planning, the role combines technical expertise with innovation, professional scepticism and a commitment to continuous improvement, ensuring finance is at the heart of strategy, transformation and service delivery.

Budget responsibilities: Not applicable

Principal Accountabilities:

1. Compliance with our data protection policies and procedures to ensure that personal data is handled in an appropriate manner – safely and securely.

2. **Finance Business Partnering**: Act as the trusted strategic finance adviser and critical friend to Directors, Heads of Service, Portfolio Holders and service managers, building strong relationships that support informed decision-making, delivery of corporate priorities and sustainable financial outcomes.

3. **Financial Leadership, Stewardship and Governance**: Promote sound financial management, professional integrity and stewardship of public resources across assigned service areas, ensuring compliance with statutory requirements, Council policies, financial regulations and best practice, whilst encouraging proportionate and value-adding controls.

4. **Insight, Analysis and Decision Support**: Provide financial and business insight that supports operational decision-making. Translate complex financial and non-financial information into clear, meaningful narratives that enable managers and Members to understand risks, opportunities, performance and future implications.

5. **Medium-Term Financial Planning and Sustainability**: Support the development of revenue budgets, capital programmes, savings plans and medium-term financial strategies, ensuring resources are aligned to corporate priorities, service objectives and long-term financial sustainability.

6. **Performance Challenge and Continuous Improvement:** Constructively challenge assumptions, existing practices and resource allocation decisions by using data, benchmarking, forecasting and performance information to identify opportunities for improved efficiency, effectiveness and value for money.

7. **Business Insight**: Develop a deep understanding of service delivery, customer needs, market conditions, partnerships, suppliers and income-generating opportunities, providing advice that supports the achievement of organisational objectives and maximises public value.

8. **Change, Transformation and Project Support**: Work proactively with services on business cases, transformation programmes, service reviews, commercial initiatives and major projects from inception to implementation, evaluating financial implications, identifying options and helping deliver successful organisational change.

9. **Digital Innovation and Self-Service**: Champion the effective use of technology, financial systems, automation, data analytics and self-service solutions to improve financial management, reduce administrative burden and increase organisational capability.

10. **Capability Building and Financial Literacy**: Build financial awareness, confidence and accountability across the organisation through coaching, training, guidance and constructive support, enabling managers to take ownership of financial performance and decision-making.

11. **External Reporting and Statutory Compliance**: Support the delivery of the Council's statutory financial responsibilities, including budget setting, year-end outturn, annual accounts, financial returns, grant claims and external reporting requirements, ensuring accuracy, transparency and compliance with professional standards.

Disclosure and Barring Service (DBS) Registration required:	**No**
Baseline Personnel Security Standard (BPSS) check required:	**No**
Politically Restricted Post:	**No**

PERSON SPECIFICATION

The following are the qualifications or equivalent experience that apply to this role:-	
We expect you to have:	We also hope that you have:
• Fully qualified AAT (NVQ Level4 or equivalent finance qualification). • Commitment to continuing professional development • Demonstratable experience of applying financial management principles within a complex organisational environment.	• Part-qualified or actively studying towards a professional accountancy qualification (CIPFA, ACCA, CIMA ACA or equivalent). • Experience of Local Government finance and public sector financial management.

Skill groups	Skills	Skills
	We expect you to have:	We also hope that you have:
Role-specific technical skills	• Professional knowledge of financial management, budgeting, forecasting, financial planning and financial governance. • Ability to provide strategic financial advice and challenge to support effective decision-making. • Strong analytical, financial modelling and problem-solving skills. • Ability to interpret financial information and translate it into meaningful business insight. • Experience of contributing to business cases, option appraisals, service reviews and transformation initiatives. • Ability to identify financial risks and opportunities and develop practical solutions. • Understanding of value for money, financial sustainability and commercial principles.	• Experience of local government finance and statutory financial reporting.
Impact and influence	• Excellent communication skills with the ability to present complex financial issues clearly to non-financial audiences. • Ability to influence outcomes through effective engagement, evidence-	• Experience of presenting to Senior Leadership Boards, Cabinet or Committees. • Experience of facilitating workshops, budget challenge sessions or transformation reviews.

	based challenge and constructive support. • Strong stakeholder management and relationship-building skills. • Confidence to challenge assumptions and the status quo whilst maintaining positive working relationships. • Ability to communicate the story behind the numbers and support informed decision-making.	• Experience of supporting political decision-making within a local government environment.
Project Management	• Ability to plan, prioritise and manage competing deadlines and workloads. • Experience of contributing to business cases and assess financial implications and risks associated with projects. • Strong organisational skills with attention to detail and accuracy. • Ability to work proactively and collaboratively to deliver successful outcomes.	• Experience of supporting change programmes, projects and service transformation initiatives.
IT Skills	• Microsoft 365 applications (Outlook, Word, Excel, PowerPoint and Teams). • Advanced Microsoft Excel skills including financial modelling, analysis and reporting. • Experience of using financial management systems and reporting tools. • Ability to use data, systems and technology to improve efficiency and support decision-making.	• Experience of Power BI or similar business intelligence and visualisation tools. • Experience of finance system implementation, development or continuous improvement activities. • Experience of automation, workflow design or self-service reporting solutions.
Administration	• Ability to contribute to accurate, timely and high-quality financial reports, forecasts and analyses. • Strong organisational skills and attention to detail. • Ability to manage multiple priorities and meet deadlines.	• Experience of developing financial guidance, procedures or training materials. • Experience of reviewing and improving financial processes.

	• Ability to maintain accurate records and supporting documentation.	
Data Protection	• Understanding of the principles of data protection legislation and putting these into practice.	

The following are any physical or special attributes that apply to this role:	
We expect you to be able to:	We also hope that you are able to:
• Work flexibly as required. • Travel between Council sites and partner locations where necessary. • Work effectively in a hybrid and digital environment.	

Prepared by: Jack Burton – Senior Finance Business Partner	Date: October 2026