

WOLVERHAMPTON CITY COUNCIL

JOB DESCRIPTION

<u>Post Title:</u>	Finance Business Partner
<u>Directorate:</u>	Finance
<u>Service Group:</u>	Finance
<u>Division/Team:</u>	Strategic Finance
<u>Responsible to:</u>	Deputy Director of Finance / Head of Finance
<u>Salary Grade:</u>	Grade 10
<u>Location:</u>	Civic Centre (or any other suitable location within the City of Wolverhampton)

1. Job Purpose and Role

- 1.1. Work closely with all senior stakeholders to ensure best use of limited financial resources, providing the financial insight, intelligence and support needed during a period of downsizing and transformational change. Assess situations from a commercial, business or finance perspective; provide excellent authoritative financial advice to support complex business decisions, ensuring that the right choice is made in the long-term interest of the Council.
- 1.2. Lead and oversee the financial aspects of complex commissioning, procurements for portfolios of services. As a senior manager, play a proactive and authoritative role in all key Directorate discussions.
- 1.3. Represent the council in a proactive and authoritative manner in discussions and negotiations with external suppliers and other organisations.
- 1.4. Lead and direct the delivery of a high performing, customer focused finance service to the Council. Ensure finance is positioned to be proactive and creative, looking for ways to shape and influence directorate decisions regarding future City of Wolverhampton services, above and beyond reporting and responding on 'today's' financials. Ensure the provision of a well organised, reliable and professional financial reporting and advisory service and anticipate business needs – short term to ensure excellent resource planning and longer term to support the Strategic Executive Board in shaping the future.
- 1.5. Lead the provision of high quality authoritative advice, information, analysis and interpretation to the Directorate Leadership Teams and throughout the business. Demonstrate how finance makes a real and demonstrable difference to the delivery of the Council's business and achievement of its priorities.

- 1.6. Work closely with ICT in developing the council's Enterprise, Resource, Planning System (ERP) as a catalyst for transformation of council services.
- 1.7. To develop the finance strategies for the General Fund, Housing Revenue Account, Capital Programme and Treasury Management in conjunction with the Director of Finance and Chief Accountant.
- 1.8. Lead the development and delivery of finance policies and procedures to support the transformation of the organisation and achievement of its priorities.
- 1.9. To build a credible and responsive team of finance professionals, who are respected for their depth of knowledge, expertise and customer focus.

2. Specific Duties and Responsibilities

Strategic Advice

- 2.1. Accountable for ensuring that Directorate Leadership Teams effectively manage financial resources to ensure probity, efficiency, high performance and overall value for money.
- 2.2. Develop, evaluate and implement the corporate and directorate strategies and policies and contribute to the overarching strategies for the organisation.
- 2.3. Develop financial policies and procedures for the council and for schools and accountable for ensuring their successful implementation and delivery.
- 2.4. Accountable for ensuring that, in all activities, the Directorates make decisions in the knowledge of the financial impact those decisions will have on the Council.
- 2.5. Drive the delivery of productivity and efficiency improvement and cost reduction plans within the Council, in accordance with the Council's Medium Term Financial Strategy
- 2.6. Accountable for the provision of high quality specialist advice and direction on financial strategies, policy, standards and practices to councillors and senior officers.
- 2.7. Accountable for the provision of strategic financial support to all projects and programmes.
- 2.8. Build and maintain strong relationships with the Chief Executive and Directorate Leadership Teams. Identify their needs as customers and ensure such needs are met whilst balancing that with the need to act as representatives of the Chief Accountant and Director of Finance and provide appropriate challenge and scrutiny.
- 2.9. Work in partnership with other external agencies, being a member of partnership boards, working and project teams as required, developing strategies to address the financial implications of joint strategies and services. Partnership groups include the City Centre Board, Better Care Fund and the Schools Forum.

Capital Programme

- 2.10. Accountable for the preparation, review and financing and challenge of the Council's capital programme covering General Fund and Housing Revenue Account; ensuring that robust systems are in place for monitoring expenditure against the programme; maintaining awareness of funding sources with a view to maximising the capital resources available to the Council; forecasting and reviewing the achievement of capital receipts.
- 2.11. Maintenance of up-to-date and comprehensive awareness of the legislative framework relating to local authority capital expenditure and its financing.
- 2.12. Accountable for all aspects of capital accounting arrangements within the Authority, including liaison with Property Services and maintenance of all appropriate records
- 2.13. Preparation and presentation of reports to Councillors and briefings as appropriate.

Treasury Management

- 2.14. Accountable for the preparation of the annual treasury reports, strategies and policies.
- 2.15. Accountable for the on-going management of external debt, including the raising of new loans to finance capital expenditure and the replacement of existing maturing debt in order to secure the best financial outcomes for the council in accordance with the Medium Term Financial Strategy.
- 2.16. Accountable for ensuring the provision of detailed daily cash flow forecasts in order to inform the borrowing and investment strategy.
- 2.17. Investment of external and surplus funds in order to maximise the interest gained by the City Council on these funds.

Budget Co-ordination and Medium Term Financial Strategy

- 2.18. Accountable for the preparation, review, challenge and financing of the Council's detailed revenue budgets covering General Fund, Housing Revenue Account and pooled budgets; ensuring that robust systems are in place for monitoring expenditure against the budget; maintaining awareness of funding sources with a view to maximising the resources available to the Council.
- 2.19. Accountable for the maintenance and development of the Council's Medium Term Financial Strategy.
- 2.20. Accountable for ensuring the development and monitoring of systems to enable delegation of budget holding responsibility to ensure effective service delivery and efficient use of the department's financial resources.

- 2.21. Lead and oversee the co-ordination of the savings and transformation programme.
- 2.22. Maintenance of up-to-date and comprehensive awareness of the legislative framework relating to local authority expenditure and its financing.
- 2.23. Preparation and presentation of reports to Councillors and briefings as appropriate.

Technical Accounting

- 2.24. Maintenance of up-to-date and comprehensive awareness of the legislative framework relating to local authority expenditure and its financing, including leading development projects in response to changes in statutory/best practice standards .
- 2.25. Provision of advice on matters relating to accounting standards and associated legislation and taxation.
- 2.26. Accountable for the production of the Statement of Accounts including liaison with External Audit and Audit Committee as appropriate.
- 2.27. Accountable for the maintenance and reconciliation of all appropriate accounting records, grant claims and returns.

System Management

- 2.28. Working closely with ICT to ensure that the ERP system provides effective management information to enable strategic decision making and continuous improvement and transformation across the organisation.
- 2.29. Accountable for the effective liaison between ICT, Strategic Finance and the Directorates in order to ensure that the needs of the business in relation to the ERP are met.
- 2.30. Working closely with ICT to ensure the provision of training in relation to the ERP.
- 2.31. Working with ICT, lead on change management for the Strategic Finance to maximise the realisation of benefits from the system improvements.

3. Key Accountabilities

- 3.1. Accountable for ensuring that Directorate Leadership Teams effectively manage financial resources to ensure probity, efficiency, high performance and overall value for money
- 3.2. Accountable for ensuring the effective use of financial information for the preparation and management of Directorate budgets. Ensure that authoritative advice, assistance and constructive challenge is provided where appropriate.

- 3.3. Accountable for providing sound financial information to allow the Directorate Leadership Teams to analyse, interpret and communicate financial data and MI on which substantial decisions are made.
- 3.4. Accountable for ensuring that the Directorate produces accurate financial forecasts and highlights potential opportunities and risks. Ensure risks are identified, quantify and graded and that mitigation plans are put in place where required.
- 3.5. Accountable for ensuring that management and board reports produced by the Directorate have been reviewed by finance and reflect the required financial considerations. Provide personal support to the Strategic Director and Directorate Management Team where required
- 3.6. Accountable for ensuring that the required support and challenge is provided to help the Directorate Leadership Teams manage projects effectively. Ensure alignment of individual projects with the Council's Capital Programme.
- 3.7. Accountable for ensuring that the Directorate fulfils all its obligations in relation to the annual accounts closure programme and that all necessary work is completed within the agreed timetable.
- 3.8. Accountable for ensuring that the Directorate prepares robust business cases and submissions and that costs, benefits, risks and funding solutions are identified and quantified. Ensure the appropriate evaluation and challenge for such submissions and business cases.
- 3.9. Accountable for ensuring that the Directorate undertakes financial impact assessments relating to changes in or new legislative and service initiatives.
- 3.10. As the representative of the Chief Accountant and Director of Finance, ensure effective liaison with Strategic Finance to review, develop, implement and maintain effective financial arrangements which meet Directorate needs whilst also safeguarding the council's financial position. Promote the review of financial policy, systems and practice where such areas do not meet Directorate needs.
- 3.11. Accountable for representing the interests of the Director of Finance and Chief Accountant within the Directorate and ensuring that the interests and needs of the Directorate are represented and understood by Strategic Finance.
- 3.12. Lead work to help develop and deliver the SFS annual plan / objectives and ensure the support provided to the Directorate aligns with this.
- 3.13. Drive a culture which empowers budget holders and supports the delivery of value for money services, including making effective use of benchmark information and key cost drivers
- 3.14. Ensure compliance with financial regulations and professional accounting standards at all times.
- 3.15. Accountable for the completion of financial returns and questionnaires.

3.16. Lead and direct the finance professionals, ensure their effective deployment and provide strong leadership for the wider team.

4. General Duties for Post Holders

- 4.1. To lead and ensure the effective management of staff, including functions such as recruitment, training, appraisals, management of attendance and general performance and competency management.
- 4.2. To act in accordance with the Council's Constitution and other Codes of Conduct.
- 4.3. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
- 4.4. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
- 4.5. To lead and participate in the wider service development and improvement work as required.
- 4.6. Wolverhampton City Council is committed to Corporate Parenting. "Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after."

October 2024

WOLVERHAMPTON CITY COUNCIL

PERSONNEL SPECIFICATION

Post Title: Finance Business Partner

<u>Job Purpose and Role:</u> The Finance Business Partner supports a Strategic Director and their Management Team to help them discharge their financial responsibilities and ensure effective financial management of all the services and budgets the Directorate is responsible for.			
FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	Qualified CCAB accountant (ie a member of the ICAEW, ICAS, ICAI, ACCA, CIMA or CIPFA)	Holder of the CIPFA Qualification Degree Recognised Management Qualification	Application Form Production of Certificates Testing
Training	Participation in formal Continuing Professional Development. Participation in management development activities		Application Form Interview Testing

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FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Experience	<p>Public sector accounting and budgetary experience.</p> <p>Use of ERP system and management and development of associated processes.</p> <p>Relationship Management / Stakeholder Management at Director level</p> <p>Experience of working on own initiative with limited supervision or direction.</p> <p>Analysing and interpreting information for a number of sources and presenting the outcome in an appropriate format to meet reporting deadlines.</p> <p>Experience of attending Member committees or other corporate/board meetings.</p>	<p>Post qualification experience.</p> <p>Local Authority accounting and budgeting experience.</p> <p>Projects involving innovation and the management of change.</p> <p>Leadership of other Accountants</p>	<p>Application Form</p> <p>Interview</p> <p>References</p> <p>Testing</p>

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FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Special Knowledge/Skills	<p>Extensive knowledge of financial IT systems.</p> <p>Excellent presentation and communication skills both written and oral.</p> <p>Systematic approach.</p> <p>Analytical skills.</p> <p>Ability to understand and disseminate complex and detailed technical and professional issues.</p>	<p>Ability to deliver training on financial skills and systems.</p> <p>Ability to think strategically.</p> <p>Negotiation and mediation skills.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p> <p>Testing</p>
Personal Qualities	<p>Ability to establish and continue good working relationships and work effectively as part of at team.</p> <p>Ability to use initiative within delegated authority.</p> <p>Ability to work effectively under pressure when required.</p>		<p>References</p> <p>Interview</p>

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FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Interests and Motivation relevant to the job	<p>Self starter.</p> <p>Self Motivated.</p> <p>Commitment to maintain professional and ethical standards.</p>		<p>Application Form</p> <p>References</p> <p>Interview</p>
Commitment	<p>To achieve work targets within specified timescales.</p> <p>To contribute towards continuous improvement in service delivery and securing VFM.</p> <p>To contribute towards maintenance of the image and reputation of the Service Group.</p>		<p>References</p> <p>Interview</p>

October 2024