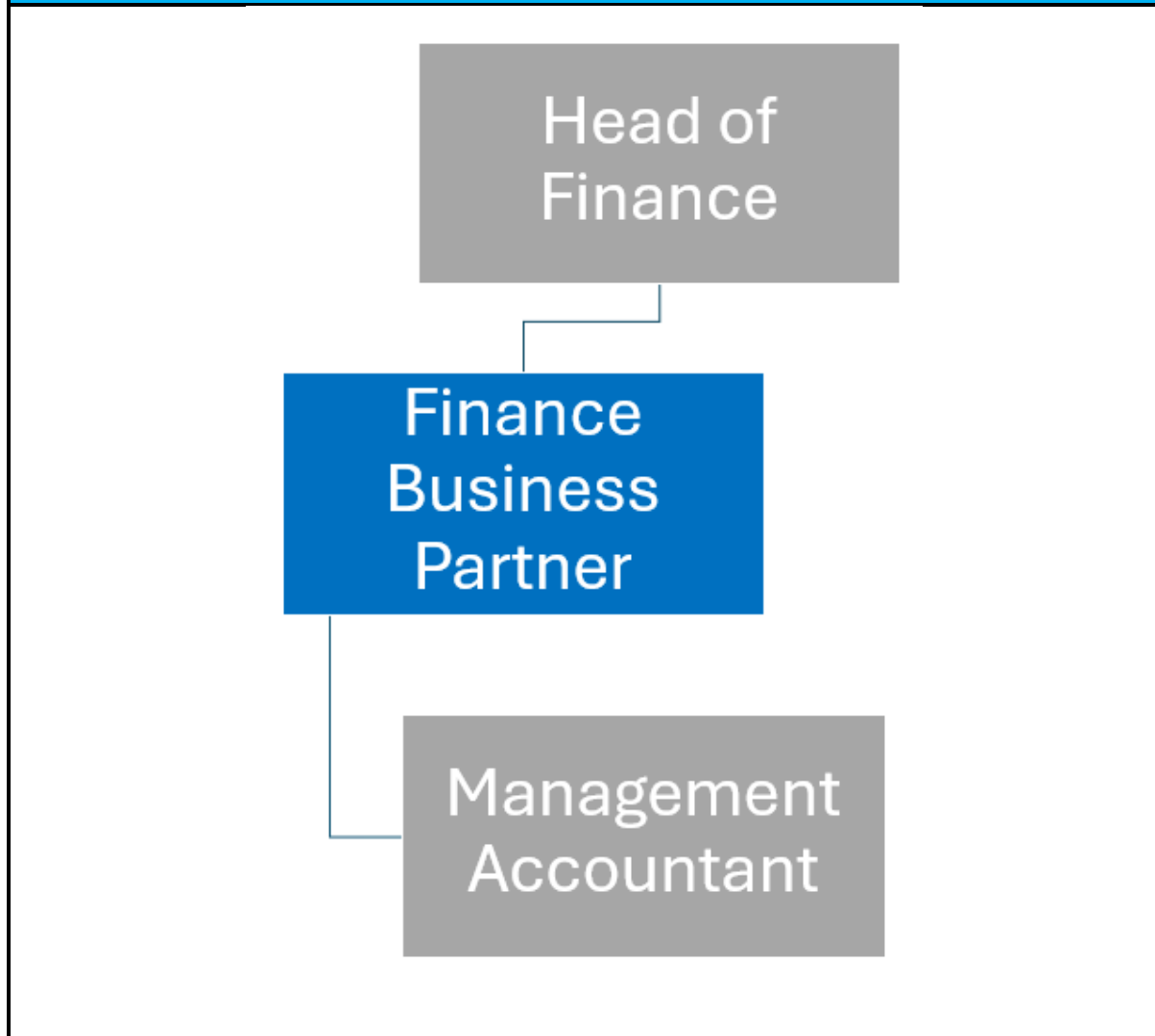


JOB DESCRIPTION

Job Title	Finance Business Partner
Directorate	Resources
Division	Financial Management
Service	Various
Grade	I
Position Number	Various

Responsible to:	Head of Finance
Employees directly supervised (if applicable):	Each Business Partner will have between one and three direct reports
Family Tree	



1. JOB PURPOSE:

- To act as a Finance Business Partner for a defined service providing high level financial advice and support to the Directors / Assistant Directors and their Heads of Service.

2. DESCRIPTION OF DUTIES:

For the defined service area, provide advice and support for:

- Budgeting and Financial Planning and the MTFS
 - ensuring the requirements of the Council's financial strategy are met;
 - savings and efficiencies are sought wherever possible
 - proposals for any budget growth are robust;
 - ensuring adherence to corporate processes and timescales;
 - supporting managers to identify savings opportunities/growth requirements through data and evidence from a variety of sources.
- Closing of accounts process
 - ensuring timescales are achieved
 - Accounting standards are observed.
- Budget monitoring and forecasting
 - enabling budget managers to provide year end forecasts which are accurate and robust
 - undertaking high level checks of forecasts, challenging budget holders where appropriate
 - early identification of budgets risks and potential savings
 - Identifying mitigating actions to address budget pressures.
- Adherence to the council's financial regulations and standing orders.
- To lead the embedding of Oracle and self-serve within their area of responsibility, thereby helping budget holders to make best use of the system.
- To work collaboratively with Directors and Heads of Service in their departments and to members to ensure an integral part of decision making and a key player in all major pieces of work and projects e.g. procurement exercises, staffing restructures, service re-design.
- To respond to information requests quickly and accurately.
- To provide financial reports for departmental meetings as required.
- To draft the financial implications for reports to members and directors.
- To provide specialist technical advice relating to their areas of responsibility.
- To undertake financial appraisals of planned service changes, identifying any

significant financial implications.

- To provide advice and support regarding the financial aspects of local systems. To ensure processes and procedures are robust, confirm to best professional practice and provide value for money.
- To evaluate legislative and policy changes and assess the financial impact on the service
- To identify the training needs of the service regarding financial management.
- To ensure relevant government returns and grant claims are completed.
- To be a member of FOG, supporting the Financial Management team to resolve key issues and also leading breakaway task and finish groups that benefit the whole department.
- To work collaboratively with external partner organisations as required by the role.
- To have management responsibility for one or two staff.
- To deputise for the Head of Finance as required and provide cover in the absence of the other Business Partners.
- To undertake any other duties in line with the general level of responsibility of the post.

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Finance Business Partner
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Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

Candidates applying for managerial/leadership roles should also demonstrate four additional leadership behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications - Professional Accounting Body qualified, preferably Chartered Institute of Public Finance and Accountancy (CIPFA). - Evidence of continuing professional development.
C	Skills; Experience and Attitude Track record of achievement at a management level in a similarly large and complex organisation including: - Excellent verbal and written communication skills - Excellent analytical and IT skills that make effective and proficient use of financial systems, information technology, software, and spreadsheets. - Experience of working with substantial budgets - Experience of managing complex financial issues in an environment of change - Ability to challenge and question the way things are done

	- Clearly and logically presents written and verbal arguments, anticipating reaction and focusing on key benefits. - Adapts communication style effectively when working with different staff groups or third parties and influences others through demonstrating personal and professional credibility. - Extensive knowledge of accounting principles, policies, and practices. - Knowledge of the council's financial framework including financial regulations, budget and closing of accounts guidelines. - Experience of providing advice and support to council service departments. - Experience of managing staff to achieve stated outcomes. - Takes responsibility for implementing organisational change initiatives, role modelling new practices and ways of working and involves the team in shaping solutions. - Has a clear and determined focus on delivering outcomes.
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Our Values & Behaviours	
D	PUTTING COMMUNITIES FIRST - We put local people at the heart of decision making in everything we do. - We seek to include and involve: all voices matter. - We provide quality services that are responsive, effective and efficient. The following examples are indicators of effective behaviour: - I actively involve and include the communities that I serve in my work. - I shall reflect the views of the communities in my daily work. - I shall improve the service I provide through seeking feedback from others. Our residents will feel that: - I have been included - I can see how my views have been taken into account - I can see improvements and developments based on my input
E	RESPECT - We listen to everyone and value the personal experiences of people in our communities and of each other. - We adopt a fair, and involving approach regardless of any way in which an individual is different to us. The following examples are indicators of effective behaviour: - I adapt my approach to take account of all differences and cultures in the community and with colleagues. - I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. - I communicate in a way that is respectful, encourages involvement and meets people's needs. Our residents will feel that: - I feel my culture and background are respected. - I have confidence that action is being taken.

	I feel I am being treated fairly.
F	INTEGRITY - We act with openness, honesty, compassion, responsibility and humility. - We let people know what we are doing and communicate why and how decisions have been made. The following examples are indicators of effective behaviour: - I demonstrate empathy in my interactions with others. - I am honest and transparent about the decisions I take. - I follow through on the actions I say I will take and take ownership for communicating the outcome. Our residents will feel that: - I am told when something is not possible and the reasons why are explained to me. - I feel my perspective is listened to and understood. - I feel my views are valued
G	WORKING TOGETHER - We work together and in partnership with everyone that has an impact on the lives of our residents. - We want to understand, learn from each other and continually adapt. The following examples are indicators of effective behaviour: - I work with others to provide an effective service for residents, local communities and other departments within the Council. - I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. - I seek out opportunities to learn from my colleagues and build on good practice. Our residents will feel that: - I can get my issue resolved without being passed around departments. - I find it easy to access the services that I need. - I feel the Council is open to new ideas.

	Management/Leadership Roles
H	SERVICE EXCELLENCE - Identify opportunities for the continual improvement of operations including changes to business processes in order to deliver good practice, cost effective services that address community needs. - Manage discreet programmes and/or projects to ensure they deliver their outcomes within agreed standards and to cost and time requirements.
I	FINANCIAL - Manage delegated budgets and resources to support the delivery of intended outcomes and demonstrate value for money. - Identify and implement opportunities for improving efficiency and effectiveness in their service area.
J	PEOPLE - Creates a motivating and engaging climate within their area of service which drives a high level of performance, standards, and commitment. - Ensures the implementation of agreed people processes in support of the performance management, development, and wellbeing of all colleagues in their service area.
K	EQUALITY, DIVERSITY & INCLUSION - Makes connections between the diverse needs of service users and a diverse and inclusive workforce. Translates this into meaningful action to support delivery of Service/ Team priorities. - Regularly demonstrates personal insight into own actions, experience and behaviours that illustrates awareness and appreciation of ED&I. Role models inclusive leadership.