



## RUGBY BOROUGH COUNCIL

### JOB PROFILE

**Post No.****Post Title:** Finance Business Partner (FTC up to 2 Years)**Unit/Team:** Financial Services**Grade:** Grade E/F (dependent on professional qualification)**Service:** Finance & Performance**Reports to:** Lead Accountant**Issue Date:** August 2021

### PURPOSE OF THE JOB

The purpose of the post is to provide high quality finance business partnering support for the council, aligning to the delivery of the Corporate Strategy and the service plans for both the Finance and Performance team and the other service areas

### 1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 Provide finance business partnering to support the organisational transformation that is taking place.
- 1.2 Build strong working relationships with budget managers by spending time working closely with services to enhance the finance offer.
- 1.3 Provide training to budget managers to embed a self-service approach to annual financial cycle activity.
- 1.4 Ensure that systems and processes are as automated as possible to support the self service approach
- 1.5 Support the annual budget setting process, working with Lead Accountants to ensure that a balanced medium-term financial plan/capital programme is delivered in accordance with legislative requirements and accounting standards
- 1.6 Assist the budget monitoring process, with responsibility for supporting service managers and Chief Officers, producing and presenting Finance and Performance reports for the target audience
- 1.7 Ensure that the Councils financial instructions including contract standing orders are adhered to in the organisation
- 1.8 Assist with the production of the Council's Financial Statements, Whole of Government Accounts and the external audit.
- 1.9 Prepare and calculate financial information for statistical returns.
- 1.10 Assist with the preparation for and implementation of changes to accounting regulations.
- 1.11 Work with budget managers and lead accountants with business planning resulting in robust financial data that can be relied upon for decision making.

- 1.12 Assist with and contribute to Committee/Cabinet/ team reporting. Supporting the review of financial implications, ensuring all information presented to enable informed decisions to be made by the Senior Management team and members.
- 1.13 Assist with the preparation of information for various financial plans, strategies and publications.
- 1.14 Maintain key systems including the Council's Asset Register and the Financial Management System
- 1.15 Support the establishment and embedding of the Council's new performance management framework.
- 1.16 Any other appropriate duties as requested to support the functions of the team.

## **2. OTHER DUTIES AND RESPONSIBILITIES**

- 2.1 Provide training and development of staff carrying out financial activities throughout the Council as requested/required.
- 2.2 Any other reasonable duties as requested by your manager, in line with your skills and knowledge.

## **3. SUPERVISORY RESPONSIBILITIES**

Supervise individual tasks and projects  
Support team members where necessary to ensure a seamless financial service to the organisation

## **4. FINANCIAL RESPONSIBILITIES**

- 4.1 The post-holder has no financial responsibility but will assist in the provision of financial information and reporting and the preparation of the Council's budgets.

## **5. RESPONSIBILITY FOR ASSETS AND DATA**

- 5.1 The post-holder has no direct responsibility for assets or data but is required to:

- Maintain and update the Council's Asset Register
- Maintain and update the Council's Financial Management System
- Update corporate and local performance management systems

In accordance with system administration guidance

## **6. EXTENT OF PUBLIC CONTACT**

The post holder mainly deals with internal customers ranging from junior staff to Executive Directors and Councillors. External dealings will generally be with other local authorities and associated organisations.

## **7. WORKING CONDITIONS AND ENVIRONMENT**

Office based with the option of hybrid working with a minimum of 2 days in the office.

The post holder may occasionally be required to attend Committee meetings as the Finance representative and deputise for others as required. This will result in the post holder working outside normal working hours on these occasions.

## **8. CORPORATE RESPONSIBILITIES**

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting  
Equality and Diversity  
Health and Safety  
Risk Management  
Anti- Fraud  
Data Quality and Data Protection  
Business Continuity  
Major Emergency Plan  
Procurement and Contract Management  
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

## **9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS**

Refer to Person Specification attached.

**Signed as agreed:**

Postholder

Date

## PERSON SPECIFICATION



### Post: Finance Business Partner

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

<b>Criteria – for grade E role</b>	<b>Essential/ Desirable</b>	<b>Method of Assessment</b>
Experience of working in a finance environment.	E	A,I
Competent in the use of a financial management system to produce budget reporting, annual accounts and financial statements in accordance with the CIPFA Accounting Code of Practice.	E	A,I
Minimum of AAT qualification (or other equivalent qualification)	E	A,I
Verbal and written communication skills that include explaining financial concepts to non-finance staff.	D	A,I
Ability to work under pressure	E	A,I
Plan ahead and priorities own time management and organisational skills	E	A,I
Experience of providing financial management information for organisations going through complex change programmes in a collaborative working arrangement.	E	A,I
Proven track record developing good working relationships with key customers	E	A,I
Knowledge of Microsoft applications including Teams, Word, Excel and Outlook	E	A,I
Ability to learn quickly and understand complex issues	E	A,D
Good presentational and training skills.	D	A,I
Ability to think outside the box.	D	A,I
Knowledge of the Council's Financial Standing Orders, Contract Standing Orders and Financial Instructions.	D	A,I
Understanding of a Local Authority annual planning and performance monitoring cycle and knowledge of financial reporting requirements.	D	A,I
Experience of supporting budget preparation and budget monitoring.	D	A,I
A commitment to work within our CAN DO values	E	A,I

<b>Criteria for grade F role</b>	<b>Essential/ Desirable</b>	<b>Method of Assessment</b>
Wide knowledge and experience of a professional finance environment preferably within the public sector.	E	A,I
Experience of finance business partnering	E	A,I
Significant experience in the use of a financial management system to produce budget reporting, annual accounts and financial statements in accordance with the CIPFA Accounting Code of Practice.	E	A,I
CCAB qualification or level 7 equivalent eg Finance Business Partner	E	A,I
Verbal and written communication skills that include explaining financial concepts to non-finance staff.	E	A,I
Ability to work under pressure	E	A,I
Confident in working under own initiative and make decisions where necessary	E	A,I
Confident Forward planning and priorities own time management and organisational skills	E	A,I
Experience of providing financial management information for organisations going through complex change programmes in a collaborative working arrangement.	E	A,I
Excellent interpersonal skills and a proven track record developing good working relationships with key stakeholders	E	A,I
Excellent knowledge of Microsoft Applications including Teams, Word, Excel and Outlook and experience in the production of complex calculations and reports for financial purposes.	E	A,I
Experience of maintaining asset registers for all categories of assets	E	A,I
Ability to learn quickly and understand complex issues	E	A,D
Strong presentational and training skills.	E	A,I
Experience of training non finance staff on technical aspects of the role	E	A,I
Ability to think outside the box.	E	A,I
Knowledge of the Council's Financial Standing Orders, Contract Standing Orders and Financial Instructions.	D	A,I
Practical experience of Local Authority annual planning and performance monitoring cycle and knowledge of financial reporting requirements.	E	A,I
Experience of budget preparation and budget monitoring.	E	A,I
A commitment to work within our CAN DO values	E	A,I

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D