

Role Profile

Part A - Grade & Structure Information

Job Family Code	11BF	Role Title	Finance Business Partner
Grade	PS11	Reports to (role title)	Senior Finance Business Partner
		Directorate/School	Resources
JE Band	439-518	Service/Department	Finance
		Date Role Profile was created	5th June 2019

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	Roles at PS11 make a significant contribution to the Finance as a Business Partner approach - a trusted, proactive and insightful Finance Service operating at the heart of the organisation. Operating with a degree of professional independence and autonomy, the roles predominantly undertake operational work with some project-related work (with the mix varying according to the nature of the work). Specific outputs are as stated in the "Type 1" and "Type 2" supporting job statements.
Work Context	The context is the Council's Financial Management Partnership which enables a financially sustainable County Council that has a strong culture of financial management, accountability and evidence-based decision-making across the organisation. Working together, Finance and the wider organisation will achieve: * The best use of financial resources in meeting organisational objectives * A culture of accountability where managers and members take money really seriously, and balance this against their other responsibilities and objectives * A grip on the county council's finances, drawing on high quality financial information, aligned with activity and performance information * Great strategic and operational decision-making, based on sound and credible financial analysis and insight * Self-reliance among budget managers making use of effective tools, guidance and systems * Strong relationships underpinned by mutually understood roles, constructive challenge and collaborative problem-solving
Line management responsibility if applicable	Provide informal professional and managerial supervision to lower-graded staff (up to PS9), taking responsibility, on behalf of the line manager (normally PS12/13) for induction and training, coaching and mentoring to support development of team members, undertaking regular performance conversations, and assisting in the tackling of under-performance. Provide day-to-day guidance (but not line management) to business support finance staff in Directorates.
Budget responsibility if applicable	Indirect influence over budgets within relevant area of influence.

Representative Accountabilities Typical accountabilities in roles at this level in this job family	Analysis, Reporting & Documentation • Advise on the analysis and interpretation of data, identify trends and test solutions, present results and put forward recommendations to support the resolution of issues and support decision making. Service Delivery • Review the operations of the teams to identify improvements in systems, processes, procedures and working methods, and propose changes to secure greater efficiency and compliance. • Apply specialist/professional expertise and use judgement to make decisions where solutions are not obvious, to deliver services that meet customer requirements and service standards. • Ensure professional and quality service standards are maintained and applied within their area of activity. Planning & Organising • Lead or contribute to the operation of an efficient and effective service ensuring the work of the team supports service plans and that necessary resources are secured. • Lead major projects and reviews within a defined area of work to support and enhance service delivery. Finance/Resource Management • May monitor, analyse and manage delegated budgets, funding and resources in accordance with organisation's policies and procedures. Work with others • Liaise internally and externally to ensure the department/service issues are appropriately represented and acted upon. • Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies. People Management • Directly or matrix manage a diverse group of staff to ensure the successful delivery of a service. • Monitor and support the performance management and development of team members using a coaching approach, to support individual development and ensure that individual contributions are maximised. Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To be responsible for ensuring health & safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area. To have regard to and comply with safeguarding policy and procedure as appropriate.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Degree or equivalent, or significant vocational experience showing development in a series of progressively more demanding relevant work/roles. • Professional qualification or evidence of high. level understanding of relevant business disciplines. • Extensive and comprehensive knowledge of computerised business systems, able to promote the use of IT systems within the service (some roles). • Extensive knowledge of principles, practices, and procedures relating to business planning and financial and organisational management. • Proven written and oral communication and interpersonal skills with established negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals. • Ability to understand, meet and exceed customer expectations. • Proven problem solving skills with the capacity to devise and implement innovative solutions. • Proven ability to manage a wide range of complex projects or programmes. • Significant work experience at management level in one or more relevant specialist areas. • Demonstrable experience in successful recruiting, managing, coaching and developing of staff.

Details of the specific qualifications and/or experience if required for the role in line with the above description	See attached supporting Behaviours, Skills and Knowledge Matrix.
Role Summary	Roles at this level typically have significant management responsibility either for a large team or coordinating sub functions within a service, and/or will provide professional, specialist or high level technical advice, direction and input across a wide range of activities. They require a conceptual understanding of a technical, professional or specialised field, and job holders require the knowledge and experience to handle and resolve complex issues, anticipate problems and recommend solutions. There will be a requirement to plan and organise own and/or team activity over a significant time scale and coordinate work with associated functions. They will typically be required to influence/motivate others both inside and outside immediate reporting lines, including external stakeholders, and have a primary role in setting service levels. They ensure that their services achieve the agreed financial and service standards, and will have professional autonomy and discretion within operational policies and practice guidance.
Reference Number	

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