

JOB DESCRIPTION

Job Title	Business Partner		
Directorate	Finance & Procurement		
Reporting to			
Grade	12		
Evaluation ref:	AG0044	Job ref:	Family PRC
Role purpose			
<p>The Business Partner will provide comprehensive finance support to the Senior Finance Business Partner. This role involves producing and analysing outturn forecasts, preparing detailed budget reports, and maintaining accurate accounting records. The postholder will be responsible for delivering monthly financial reports, monitoring jointly funded projects, and ensuring compliance with local and national accounting standards. Additionally, the role includes training client finance officers, managing year-end financial processes, and liaising with external auditors. The postholder will act as the main point of contact for accountancy support, offering expert advice and resolving complex financial issues. This position requires a proactive approach to financial management, ensuring the effective use of resources and contributing to the overall financial health of the council.</p>			
Accountabilities			
<ul style="list-style-type: none"> • Produce and analyse outturn forecasts based on current and planned expenditure. • Provide monthly financial reports to service managers and senior finance staff. • Monitor and report on jointly funded projects and grant collections. • Maintain accurate accounting records and ensure compliance with accounting standards. • Compile detailed budget estimates and input data into the financial information system. • Analyse current year's expenditure and advise on appropriate actions. • Produce and distribute detailed budget monitoring reports. • Train client finance officers and managers in financial management practices. • Manage year-end financial processes, including closing accounts and completing financial returns. • Liaise with external auditors and grant funding bodies to resolve queries. • Reconcile financial information and operate exchequer controls. • Provide accountancy support and advice to specified clients. • Ensure compliance with the council's equality, diversity, and inclusion policies. 			
Knowledge / Experience / Skills			
		Essential	Desirable

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Knowledge		
Strong understanding of financial analysis and interpretation.	x	
Knowledge of County Council accounting methods and systems (SAP).	x	
Familiarity with local and national accounting standards and practices.	x	
Understanding of budget monitoring and financial reporting processes.	x	
Awareness of best practices in financial management and accounting.		x
Knowledge of grant funding and external agency reporting requirements.		x
Experience		
Extensive experience in financial and budget monitoring.	x	
Proven experience in a finance environment dealing with complex accounting issues.	x	
Experience using financial information systems, such as SAP.	x	
Experience in preparing detailed financial reports and analyses.	x	
Experience in training and supporting finance officers and managers.		x
Experience in liaising with external auditors and resolving audit queries.		x
Qualifications / Registrations / Certifications		
Professional accounting qualification (e.g., AAT). Studying towards, qualified by experience or GCSE English, Maths and further 2 at C / 4 level.	x	
Degree in finance, accounting, or a related field.		x
Certification in financial management or related disciplines.		x
Continuous professional development in finance and accounting.		x
Additional certifications in financial analysis or budget management.		x
Skills		
Excellent time management and organisational skills.	x	
Strong verbal and written communication skills.	x	
Ability to manage a varied workload and meet deadlines.	x	

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Proficiency in Microsoft Excel and financial information systems.	x	
Strong analytical and problem-solving skills.	x	
Ability to work independently and as part of a team.	x	
Customer-focused approach with strong interpersonal skills.		x
Ability to adapt to changing financial regulations and practices.		x
High level of accuracy and attention to detail.		x
Positive and proactive attitude towards work.		x

Working Conditions

This role involves working within a dynamic and supportive local authority environment. Candidates should be prepared for the following conditions:

- **Work Hours:** Standard working hours are 37, with occasional requirements for evening or weekend work to meet project deadlines or attend community events.
- **Location:** The primary work location is County Hall, with opportunities for remote work as per organisational policies.
- **Travel:** Some travel within the local area may be required for meetings, site visits, and community engagement activities.
- **Work Environment:** The role involves working both independently and as part of a team, with access to modern office facilities and resources.
- **Health and Safety:** Adherence to all health and safety regulations is mandatory, ensuring a safe working environment for all employees.

Dimensions of the role

- Be the main point of contact for the provision of accountancy support and related advice for the specified clients, and so contact will be frequent and range across all levels in the client services, with the level depending on the importance of the issue being dealt with.
- Liaise with the council's external auditors on behalf of the clients to resolve issues arising from their annual audit of the accounts.
- Value of Service Gross Budget – up to £150m
- Value of Service Capital Approvals – up to £180m
- Value of individual service gross revenue budgets - a range from £1m to circa £80m.
- Value of average outstanding debt – range between £1m and £3m

Working Arrangements

Somerset Council's dynamic Working Strategy will be applied to this position.

Corporate Accountabilities

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Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: 07.02.25