

## JOB DESCRIPTION

<b>Job Title</b>	Senior Business Partner		
<b>Directorate</b>	Finance and Procurement		
<b>Reporting to</b>			
<b>Grade</b>	10		
<b>Evaluation ref:</b>	AG0043	<b>Job Family ref:</b>	
<b>Role Purpose</b>			
To provide financial strategy & planning, financial advice, preparation of the Budget (Revenue and Capital), monitoring of Revenue and Capital budgets and maintenance of financial records, preparation of Revenue and Capital Final Accounts. Undertake technical research and major projects, providing leadership and management of up to a team of six.			
<b>Accountabilities</b>			
<b>Financial Strategy and Planning</b>			
Understands, interprets and issues guidance on the impact of frequent legislative changes on processes and supports the Service Manager in devising innovative local solutions, systems and policies.			
Supports the Service Manager and budget holders/administrators with medium term financial planning by identifying and quantifying the data required, analysing trends and forecasts and discussing needs with service and group managers.			
<b>Financial Advice</b>			
Investigates and responds to specific questions from senior officers and/or members of the public.			
Prepares information required for committee reports or briefing notes, for example, drafting the outturn report and requests for use of carry forwards.			
Finance Contact for specific groups within the Service. This will involve:			
Reviewing budgets with Managers/Budget holders, providing support, guidance, advice and challenge as required.			
Providing and interpreting financial and statistical analyses to Group Managers/Budget holders to determine past and current trends and support outturn forecasting.			
Analysing trading accounts and forecasting outturn surpluses or highlighting any likely deficits.			

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Providing and interpreting benchmarking information, comparing Somerset's performance with other authorities.

Providing technical advice and support to budget holders, suggesting ways of improving efficiency without impacting on performance and achieving better value for money.

Identifying performance measures that can be linked to costs, based on service knowledge.

Ensuring that SC Financial Regulations and procedures are correctly adhered to, providing support and guidance where required.

Attending appropriate financial meetings to report on financial performance and identify current and future spending pressures and areas of concern.

Providing financial advice to ensure charges made for services are correct, and enable services to recoup the relevant costs, for example the annual review of Blue Book charges or annual review of hourly charges.

Responsible for ensuring all budget holders follow the correct advice and guidance, e.g., VAT, and ensures new guidance is issued when regulations change, or internal processes are affected. Research specific areas of guidance to resolve queries.

### **Preparation of the Budget (Revenue and Capital)**

Supporting Managers/Budget holders in the preparation of their revenue budgets, addressing key areas of concern that will impact on service delivery.

Provides financial advice and support when establishing new areas of budget responsibility, for example, the creation of new trading units or teams. Continually reviews expenditure and income plans, staffing levels and associated running costs to ensure net expenditure is within budget available.

Compiles information and analysis to inform reports to Operations Directors and the Lead Commissioner, liaising with budget holders to confirm supporting material and data.

Manages the input of budget information into corporate systems in accordance with agreed timetables, coding conventions and reconciling to control totals. Ensures entries to corporate publications such as the County Council Budget Book are accurate and that budget holders are aware of the monetary constraints they are working within.

Completes relevant parts of local and statutory returns, such as the quarterly Corporate Budget Monitoring Returns.

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### **Monitoring of Revenue and Capital budgets and maintenance of financial records**

Compiles regular reports on income and expenditure against budget for specific areas of responsibility, attending relevant meetings with Strategic Managers, Operations Director and the Lead Commissioner, identifying budgets/areas of work causing concern and considering appropriate action.

Provides analysis of management accounting information such as benchmarking, trends etc in respect of specific service areas to assist with strategic financial management.

Ensures the integrity of financial systems and structures for the Service.

Undertakes ad hoc projects and assignments requested by senior managers within the Group that involve investigation and interpretation of financial information and reporting of findings.

### **Preparation of Revenue and Capital Final Accounts**

Manages the accounting procedures for closing accounts within specific areas of responsibility, providing explanations for variations and recommendations for use of balances.

Prepares and provides advice, guidance and training on closure of accounts.

Completes relevant parts of statutory and local returns and claims and liaising with external auditors to provide explanations.

Provides information and supporting paperwork to Corporate Finance to help produce the authority's statement of accounts.

### **Technical Research and Major Projects**

Informs policy development by ensuring that the Service Manager is made aware of specific issues, changes and areas of development relating to budgets by keeping abreast of national developments and legislative changes and assessing the implications of policies, plans and priorities.

Undertakes one-off projects, often high profile, liaising with managers, stakeholders and working in partnership to achieve specific objectives.

### **Systems Support**

Oversees specific information systems used within the team and the Service, for example, the post holder may:

Represent the Group at SAP meetings as appropriate.

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### Leadership, Management and Administration

Leads, manages, deploys and develops members of staff within the Group, taking a key part in preparing and delivering the maintenance and development plan for the team, incorporating the use of performance management, customer surveys and benchmarking data. Regularly reviews progress against targets and performance indicators and manage performance through the implementation of annual appraisals, training and development plans and good personnel practices. The role also covers the recruitment, selection, induction, and training of new staff.

Maintains and develops excellent working relationships with other groups within and outside the Service to ensure that financial implications and issues are identified early, and positive recommendations are made to resolve issues.

### Knowledge / Experience / Skills

	Essential	Desirable
<b>Knowledge</b>		
Knowledge and understanding of financial regulations and their context and impact within local government.	X	
Good understanding of excel including more complex formula and functionality.	X	
In-depth knowledge of financial management including tools & techniques.		X
Understanding of Local Authority Finance and Service needs.		X
Detailed knowledge of regulations as they affect local authorities.		X
Detailed knowledge of financial system design and operation.		X
<b>Experience</b>		
Demonstrable experience of providing advice and support to others.	X	
Experience of working in a finance environment and dealing with complex accounting, business processes and statutory reporting issues.	X	
Experience of managing and motivating a team of people.	X	
Experience of developing and implementing reporting and control processes successfully.	X	
Demonstrable experience of working with SAP.		X

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Experience of working with external agencies, including external and internal auditors and other government agencies (including Health).		X
<b>Qualifications / Registrations / Certifications</b>		
An Accounting Technician qualification (AAT – NVQ level 4) or relevant experience in a finance environment.	X	
A Professional Accounting qualification (CCAB) or studying towards this.		X
Evidence of Continuing Professional Development.		X
<b>Skills</b>		
Demonstrable IT skills.	X	
Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016).	X	
<b>Working Conditions</b>		
<b>Dimensions of the role</b>		
<b>Working Arrangements</b>		
Somerset Council's Dynamic Working Strategy will be applied to this position.		
<b>Corporate Accountabilities</b>		
<p>Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise.</p> <p>Deliver 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, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.</p>		

Date: