



July 2026

1. JOB IDENTITY

Post Title:	Finance Manager (Business Partnering and Accounting)	Service:	Business Services
Section:	Strategic Finance	Grade:	Service Manager P
Reports to:	Head of Finance		

2. JOB PURPOSE

- To lead and develop the Council's strategic business partnering and management accounting function, providing high-quality insight, challenge and assurance that supports sustainable decision-making, effective financial governance and long-term financial sustainability across all services.
- The post holder leads the corporate revenue monitoring and forecasting cycle, management reporting and financial control framework, ensuring senior officers and Elected Members receive clear, timely and forward-looking advice on performance, pressures, savings delivery and risk. The role provides an independent, 'second line' style quality-assurance function over service and partnership financial information (including assurance over key assumptions, data quality, mitigations and escalation), avoiding duplication with day-to-day operational budget management within services.
- The role is also a key step in succession planning—developing capability to operate at Section 95 level (without holding the statutory designation) and building a strong talent pipeline through coaching, training and stretch opportunities across capital, treasury and partnership finance. There is a responsibility to continuously improve governance frameworks, assurance and reporting, strengthening affordability assessment, benefits realisation, and the management of market, counterparty and delivery risk.
- In a large, complex and predominantly rural authority, the role sets consistent standards for revenue budgeting, financial stewardship and forecast accuracy across services. It also strengthens the link between service-level financial risks and the Council's corporate risk framework, ensuring financial and governance implications from Internal Audit findings and other assurance sources are translated into practical improvements in controls, reporting and escalation.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

Business Partnering & Performance

- Lead the Council's business partnering approach, ensuring service leadership teams have high-quality support and constructive challenge on budgets, forecasts, savings and invest-to-save proposals.
- Own the revenue monitoring, forecasting and reporting cycle, ensuring financial performance and risks are understood, quality assured and appropriately escalated (including where necessary into corporate risk reporting), and that key assumptions are subject to professional challenge.
- Own and continuously improve the Council's revenue budgeting approach, including budget setting guidance, quality standards and assurance over key assumptions, ensuring budgets are aligned to forecast intelligence, affordability and corporate priorities.
- Lead on analytical insight, scenario planning and option appraisal for service pressures, demand-led budgets and savings proposals, ensuring assumptions and delivery risks are explicit.
- Provide corporate leadership on internal control effectiveness, using assurance sources (including Internal Audit), financial intelligence and horizon scanning to identify emerging or recurring weaknesses; ensure actions are agreed, tracked and embedded, and that relevant issues are reflected in corporate risk reporting where appropriate.
- Lead and develop the team, including coaching and supporting aspiring accountants and direct reports to build capability in business partnering, management accounting and financial control, with strong strategic insight and a commercial mindset.

Accounting, Closure & Financial Control

- Lead the delivery of accurate and timely management accounts, forecasting and variance analysis, ensuring a strong control environment and clear audit trail.
- Coordinate and quality-assure revenue inputs to the year-end closure and statutory accounts process, ensuring compliance with relevant codes of practice and local accounting policies.
- Drive continuous improvement of revenue accounting processes, controls and the use of financial systems, improving efficiency and insight, responding to Internal Audit findings, and reducing repeat issues at closure and audit.

Strategic Advice & Governance

- Act as a senior professional advisor on revenue funding, cost pressures, savings delivery and financial sustainability, ensuring advice is evidence based and risk-aware.
- Provide financial leadership for major transformation, demand management and change programmes, ensuring financial benefits, dependencies and delivery risks are clearly articulated and tracked.
- Work with the Council's corporate risk leads to ensure that material financial risks, affordability risks and delivery risks identified through monitoring and business

partnering are translated into clear corporate risk entries, with well defined mitigations, owners and escalation routes.

- Act as custodian of the Council's Financial Regulations and related guidance, keeping them fit for purpose, aligned to good practice and embedded across services through clear advice, communication and training.
- Act as a principal advisor to the Section 95 Officer, Corporate Leadership Team and Elected Members on capital and treasury decisions, including borrowing and investment strategy, affordability, sustainability, and the implications for prudential indicators.
- Deputise for the Section 95 Officer as required, providing confident senior cover and decision support on corporate revenue monitoring, financial control, closure and financial governance, and supporting succession planning by mentoring and developing aspiring accountants within the team.

4. QUALIFICATIONS AND TRAINING

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|-------------------|---|
| Essential: | <ul style="list-style-type: none">• CCAB Qualified Accountant• Demonstrated commitment to Continued Professional Development (CPD) |
| Desirable: | <ul style="list-style-type: none">• CIPFA Qualified |

5. EXPERIENCE

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|-------------------|--|
| Essential: | <ul style="list-style-type: none">• Significant experience in business partnering or management accounting, providing insightful advice, constructive challenge and decision support to senior stakeholders.• Proven experience leading corporate revenue monitoring, forecasting, variance analysis and management reporting, including escalation of risks and mitigations.• Experience of ensuring a strong financial control environment, including quality assurance of financial processes and effective coordination of revenue inputs to year-end closure and statutory accounts.• Substantial post-qualification experience.• Experience of working with senior officers and elected members.• Experience of supporting committee and decision-making processes.• Experience of staff management and leadership.• Experience of working with integrated financial systems. |
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Desirable:

- Experience of interpreting and managing complex financial and budgetary information and ensuring targets are met.
- Experience of managing service or organisational change.
- Experience working in Scottish local government finance, including supporting committee reporting, scrutiny and decision making.
- Experience of driving improvements to financial processes, controls and/or finance systems, including responding to Internal Audit findings, tracking agreed actions through to implementation, and contributing to strengthened corporate risk management and reporting.
- Experience of providing financial advice in a political context.

6. KNOWLEDGE AND SKILLS

Essential:

- Strong knowledge of local authority management accounting, revenue budgets, forecasting and financial performance reporting.
- High level of financial judgement in balancing service pressures, savings delivery, affordability and risk over the medium term, with a strong focus on governance, control and effective risk management (including corporate risk linkage and escalation).
- Sound understanding of financial control, reconciliations, audit requirements and the year-end closure/statutory accounts process (revenue), including relevant Scottish local government codes of practice and local accounting policies.
- Proven ability to build effective relationships and credibility with senior officers and elected members, operating confidently in a high-profile environment with scrutiny, governance and political sensitivity.
- Highly developed verbal and written communication skills in influencing, advising, counselling, negotiating, and persuading others to adopt policies.
- Strong knowledge of local authority finance, particularly revenue budgeting and funding arrangements.
- Ability to prioritise work and manage competing demands to ensure deadlines are met.
- Ability to travel

Desirable:

- Knowledge of the Local Authority Accounting Code of Practice.

7. ADDITIONAL REQUIREMENTS	
Driving Compliance	Not applicable to this post
Politically Restricted	Politically Restricted Post (Local Government and Housing Act 1989).