Business Partner

JOB PROFILE

Incorporates

Section 1 **Post Descriptor**

Section 2 **Person Specification**

SECTION 1: POST DESCRIPTOR

1. POST DETAILS

Post Title: Business Partner	
Service Area: Resources	**Section: Finance**
Reports to: Finance Manager	**Grade 10**
Position Number: CS0894	**Gauge Reference: A4505**

2. ROLE PURPOSE

To assist the Finance Manager in developing an effective strategic business support service, in line with the strategic objectives of the Council. To assist in developing, communicating and ensuring adherence to financial policy and strategy within the context of a best value environment ensuring high levels of service delivery in line with the Council's corporate objectives.

Manage revenue spends and provide professional strategic direction and support to enable delivery of a comprehensive range of high quality services to the service and any specified external organisations who work in partnership with the Council/ linked to the service.

3. DIMENSIONS and SCOPE OF JOB (including budgetary and staffing responsibilities)

Budget:

Assisting the Finance Manager in ensuring the efficient management of budgets corporately for all services.

Assist the Finance Manager in ensuring appropriate consolidation for year end final accounts for General Services, HMTO, HRA, Valuation Joint Board (VJB), West Dunbartonshire Leisure Trust (WDLT), Clydebank Property Company (CPC) and other ad hoc bodies to the standard expected by Members, external audit and the Scottish Government.

Assist the Finance Manager in the consolidation of all service areas for budgetary control and year end.

Assist the Finance Manager during the budget setting process and preparation of the Annual Accounts.

Staffing Direct:

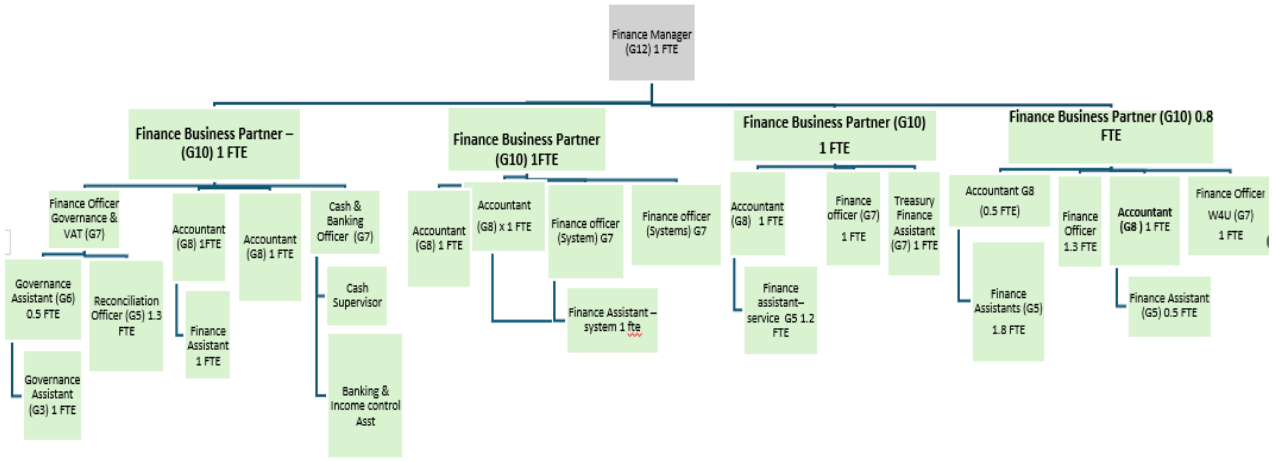
Responsible for the Business Unit teams in delivering in the key areas of:

- Service accounting and budgeting (revenue), including professional financial strategic advice, monitoring and reporting on compliance of Council and externally set codes of Practice
- Financial reporting (final accounts and statutory returns)
- Administration and monitoring of voluntary organisation grants as appropriate (e.g. Community Council, Common Good, Trust Funds, Elderly Welfare, potential Strategic Partners)

Staffing non direct:

Not applicable

4. ORGANISATIONAL CHART
(shows levels directly above and below this post and includes grades of posts)



5. ROLE OF SECTIONS

The Resources Section is responsible for the operational management of:

- Monitoring adherence to the financial regulations and the financial management code of practice
- Provision of accountancy advice and training to Services, PMRG, Elected Members, Valuation Joint Board,, WDLeisure Trust, Clydebank Property Company, CommunityJustice Panel and other ad hoc bodies
- Financial statements & returns – ensuring legislative compliance
- Accounting and budgeting – incorporating the budget setting, monitoring processes, long term financial strategy
- Assisting in the identification, monitoring and mitigating of levels of strategic and operational financial risk
- Administration and monitoring of voluntary organisation grants, as appropriate.

6. KEY ACTIVITIES, RESPONSIBILITIES and OUTCOMES

- Assist in the operational management of accounting and budgeting activity to ensure high quality, best practice and ensure a consistent framework of financial practices are implemented across the Council.
- Assist and support the Finance Manager in the developing of financial strategies and policies, in line with the Council's values and aims.
- Responsible for monitoring and maintaining the Service budgets, including the budget setting process, financial planning, assisting the Service to meet their budgetary requirements within the resources available. Completing statutory returns to ensure that allocation of external funds can be allocated to meet service requirements.
- Ongoing development of progressive accounting and financial policies, procedures and practices which drive employee productivity, commitment and morale. Ensure alignment of policies and practices with Best Value principles.
- Ensuring the provision of financial and budgeting services to ensure alignment with the Council's strategic aims through managing and developing the Business Unit's staff. Motivate a high performing Business Unit, ensuring performance is maximised formally and informally (through e.g. mentoring and coaching)
- Provide guidance and recommendations on grant applications, including monitoring of the annual budget, monitoring of outcomes, communicating appropriately with third parties, as appropriate.
- Lead the Business Unit in completion of the necessary actions to allow the annual financial accounts for the Council, VJB, WDLT, CPC and other ad hoc bodies to be submitted by the targeted date and in line with appropriate accountancy practices.
- Provide necessary information for monthly reports to be submitted to Council (including PMRG, committee, working groups), attendance as necessary, to ensure that appropriate financial information is available to monitor the overall budget resources of the Council. Provide guidance and advice on all accounting and budgeting matters as appropriate, seeking to drive forward the strategy of the Council.
- Reviewing, identifying and assessing potential operational financial risk and identifying and implementing actions to mitigate/minimise those risks

7. PROBLEM SOLVING

The post covers all areas of Accounting and Budgeting activity and problems are often complex and diverse in nature. Problems arise from a variety of sources and affect the long terms financial situation of the authority. The postholder is required to respond to changing business needs and developments and assist in developing robust financial solutions to support the organisation. This calls for specialist Financial knowledge gained from considerable experience across areas of accounting and budgeting.

Based on sound analysis of complex problems and issues, the postholder will provide options to allow recommendations to be made to CMT, Council and its Committees.

8. PLANNING

The postholder works closely with the Finance Manager and the specific department in the budget planning process including long term financial strategy. Post holder assists and leads on a range of financial projects and improvements from inception to completion including design, developments and implementation.

9. ASSIGNMENT AND REVIEW OF WORK

Annual objectives are agreed with the Finance Manager but within the scope of these objectives there is a broad framework of delegated authority to develop and progress initiatives autonomously.

Work can be generated by the post holder in the identification of external drivers, such as current financial environment, new or amended legislation/regulatory/audit requirements or can be driven by the need to support Directors, Partner organisations and other Business Unit Accountants in meeting Council needs identified from Corporate Plan.

Objectives are reviewed formally through the Performance Management Scheme, which requires formal feedback and performance assessment within a framework of competencies. There are regular meetings to discuss progress on Financial Performance, budgetary position updates on current financial issues and on problem solving.

10. COMMUNICATIONS AND WORKING RELATIONSHIPS

Internal Communications and working relationships

Chief Executive, Directors, Heads of Service, Managers , external Board Members- influencing and enabling them to meet the strategic aims and as a key source of guidance and information on complex financial issues. On a face to face basis and with Elected Members through formal structured committees.

External Communications and working relationships

Establishes positive and effective working relationships with a wide range of external bodies, key stakeholders and partners across the private and public sectors and within the community of West Dunbartonshire. External contacts include, Cosla, Scottish Government, Improvement Service, other local authorities, CIPFA , voluntary organisations

11. DECISION MAKING

The post holder is required to take all decisions within the remit of the post and the Business Unit. While the post operates within a framework of financial regulation, legislation and Council policy there is an expectation on the postholder to assist in the development of innovative but pragmatic solutions to often complex problems and/or issues, which will not be covered by policy or precedent and which may have significant implications for the Council both financially and in terms of reputation.

12. MOST CHALLENGING PART OF THE JOB

The post holder is required to help plan and develop long-term financial solutions for the Council and/or the specific department. There is an expectation that the postholder works independently taking responsibility for a wide range of complex issues within the broad range of Council decisions and in so doing, help deliver creative and innovative solutions which respond to Council needs.

The role is broad ranging including financial policy and strategy development and implementation, consultancy services, relationship management in the broadest sense and the implementation of a wide range of corporate financial systems and business solutions.

There is considerable need for modernisation and ongoing development of Financial practices within the Council and in consequence the postholder must keep abreast of statutory and legislative changes, challenge traditional practice and creatively manage alignments where possible to streamline and benchmark practice and maximise the use of resources.

13. GENERAL

Disclosure/PVG membership: Level 2 Disclosure

Politically Restricted Post: Not Applicable

Other:

The duties and responsibilities contained within this Post Descriptor are neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties commensurate with the level and grade of the post without changing the general character and nature of the post.

14. WDC TRAINING

West Dunbartonshire Council – Operates Skills Passports for all employees, which details the training available, including any mandatory courses and timescales for these to be completed. Skills passports are available via the Council's Intranet Organisational Development & Change

- Skills Passport A – New Entrant Employee Passport

Includes WDC Induction; Equality & Diversity; Data Protection (GDPR) & Security Awareness and relevant i-learn modules;
Policy Reading: Code Of Conduct; ICT Information Security Policy and Acceptable Use Policy

- Skills Passport B – WDC Employee Passport

Includes relevant i-learn modules

15. ROLE SPECIFIC TRAINING

No mandatory training required.

SECTION 2: PERSON SPECIFICATION

Essential	Desirable
Qualifications/Professional Membership	
Qualified (& current membership) of a recognised professional accountancy body (e.g. CIPFA; CIMA; ACCA, CAS, CAEW).	
Training	
Experience	
Demonstrable experience of budget setting/ monitoring	Local government experience
Demonstrable experience of IFRS Financial Statements preparation	Management of employees
Knowledge of relevant accounting codes of practice, regulations and policies	
Working knowledge and understanding of option appraisal techniques and financial modelling	
Working knowledge of a wide range of computer packages, including advanced excel techniques	
Knowledge and Skill	
Good communication, listening and influencing skills at all levels	Change Management skills
Good organisational skills Ability to work as part of a team and on own initiative	
Ability to manage & prioritise workloads to achieve limited timescales	
Problem solving skills	
Ability to understand/ analyse data in order to draw conclusions	
Disposition	
Confident, enthusiastic, reliable, conscientious and dependable with a professional outlook to working in a busy environment	