



## JOB DESCRIPTION

<b>Job Title</b>	Senior Finance Business Partner		
<b>Directorate</b>	Finance and Procurement		
<b>Reporting to</b>	Strategic Business Partner		
<b>Grade</b>	Grade 10		
<b>Evaluation ref:</b>	RP200	<b>Job Family ref:</b>	
<b>Role purpose</b>			
<p>The Senior Finance Business Partner provides expert financial analysis, insight and professional advice to support the Council's strategic objectives and long-term financial sustainability. Working closely with services and budget holders, the role supports effective financial planning, budget management and resource allocation, ensuring financial decisions are informed, robust and aligned to organisational priorities and statutory requirements.</p> <p>Through the use of financial data, performance metrics and forecasting, the role helps improve operational efficiency, identifies cost pressures and opportunities for savings, and supports the identification and mitigation of financial risk. The post-holder also contributes to continuous improvement by promoting good financial practice, supporting financial capability across services, and seeking opportunities to streamline and automate financial processes wherever possible.</p>			
<b>Accountabilities</b>			
<p><b>Financial Analysis and Reporting:</b> Provide accurate and timely financial analysis and reports to support strategic decision-making and performance management.</p> <p><b>Budget Management:</b> Develop, monitor, and support Budget / Delegated Budget Holders, ensuring alignment with the Council's financial objectives and compliance with regulations.</p> <p><b>Strategic Planning:</b> Support the Strategic Finance Business Partner in the development and implementation of financial strategies that support the Council's goals and objectives.</p> <p><b>Stakeholder Engagement:</b> Build and maintain strong relationships with internal and external stakeholders, providing financial insights and advice to support their needs.</p> <p><b>Risk Management:</b> Identify financial risks and develop mitigation strategies to protect the Council's financial interests.</p> <p><b>Policy Implementation:</b> Ensure the effective implementation of financial policies and procedures across the organisation.</p> <p><b>Training and Development:</b> Provide financial training and support to non-financial managers to enhance their financial literacy and decision-making capabilities.</p>			

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**Project Leadership:** Support the Strategic Finance Manager with financial projects and initiatives, ensuring they are delivered on time and within budget.

**Continuous Improvement:** Identify and implement opportunities for improving financial processes and systems to enhance efficiency and effectiveness.

**Behaviour:** Promote high standards of ethical behaviour, probity, integrity, and honesty.

### Knowledge / Experience / Skills

	Essential	Desirable
<b>Knowledge</b>		
In-depth understanding of financial management principles and practices.	X	
Knowledge of public sector finance and procurement regulations.	X	
Familiarity with financial reporting standards and compliance requirements.	X	
Understanding of budget development and management processes.	X	
Knowledge of financial software and systems.	X	
Awareness of financial risk management strategies.		X
<b>Experience</b>		
Proven experience in financial analysis	X	
Experience in budget management and financial planning.	X	
Demonstrated experience in preparing and presenting financial reports.	X	
Experience in identifying financial risk.		X
Experience in public sector or local government finance.		X
Experience in leading financial projects and initiatives.		X
<b>Qualifications / Registrations / Certifications</b>		
Professional accounting qualification (e.g., MAAT, ACA, ACCA, CIMA), qualified by experience, studying towards or commitment to study.	X	
Supervising experience and skills, including contributing to the senior management of an organisation where required.	X	

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Demonstrable experience of operating equality and diversity measures in the local commissioning and delivery of services.	X	
Degree in finance, accounting, or a related field.		X
<b>Skills</b>		
Strong analytical and problem-solving skills.	X	
Excellent communication and presentation skills.	X	
Proficiency in financial software and Microsoft Office Suite.	X	
Strong organisational and time management skills.	X	
Ability to influence and drive change.		X
Negotiation and conflict resolution skills.		X
<b>Working Conditions</b>		
Hybrid working with occasional requirement to work from various sites / travel for meetings.		
<b>Dimensions of the role</b>		
The Finance Business Partner Team will operate a Matrix Management system where resources will work across the finance team where required.		
<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: July 2024