

JOB DESCRIPTION

Job Title	Senior Finance Business Partner		
Directorate	Finance and Procurement		
Reporting to	Strategic Business Partner		
Grade	Grade 10		
Evaluation ref:	RP200	Job Family ref:	
Role purpose			
<p>Responsible for providing expert financial analysis, insights, and advice to support the Council's objectives and ensure financial sustainability. Collaborating closely with services, offering guidance on budget management, financial planning, and resource allocation. By leveraging financial data and performance metrics, enhances operational efficiency, identifies cost-saving opportunities, and supports mitigating financial risks. Looking to automate processes by default.</p>			
Accountabilities			
<p>Financial Analysis and Reporting: Provide accurate and timely financial analysis and reports to support strategic decision-making and performance management.</p> <p>Budget Management: Develop, monitor, and support Budget / Delegated Budget Holders, ensuring alignment with the Council's financial objectives and compliance with regulations.</p> <p>Strategic Planning: Support the Strategic Finance Business Partner in the development and implementation of financial strategies that support the Council's goals and objectives.</p> <p>Stakeholder Engagement: Build and maintain strong relationships with internal and external stakeholders, providing financial insights and advice to support their needs.</p> <p>Risk Management: Identify financial risks and develop mitigation strategies to protect the Council's financial interests.</p> <p>Policy Implementation: Ensure the effective implementation of financial policies and procedures across the organisation.</p> <p>Training and Development: Provide financial training and support to non-financial managers to enhance their financial literacy and decision-making capabilities.</p> <p>Project Leadership: Support the Strategic Finance Manager with financial projects and initiatives, ensuring they are delivered on time and within budget.</p>			

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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
Knowledge		
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	
Awareness of financial risk management strategies.		X
Knowledge of financial software and systems.	X	
Experience		
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
Qualifications / Registrations / Certifications		
Professional accounting qualification (e.g., MAAT, ACA, ACCA, CIMA), qualified by experience, studying towards or commitment to study.	X	
Degree in finance, accounting, or a related field.		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	
Skills		
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
Working Conditions		
Hybrid working with occasional requirement to work from various sites / travel for meetings.		
Dimensions of the role		
The Finance Business Partner Team will operate a Matrix Management system where resources will work across the finance team where required.		
Working Arrangements		
Somerset Council's dynamic Working Strategy will be applied to this position		

Date: July 2024