



MID SUSSEX DISTRICT COUNCIL

JOB DESCRIPTION

1. Job Title	Senior Finance Business Partner
Post No.	
Grade	MPO2
Division	Resources & Organisational Development
Service Areas	Corporate Resources
Reporting to	Strategic Finance Accountant (Business Partner Lead)
Date	October 2023
2. Main Purpose	
<p>Responsible for managing an effective and customer focused strategic business partner function. Including finance and policy and performance.</p> <p>Ensuring that services are delivered through an advisory-led, business partnering model designed to support service managers in achieving their service goals within agreed policies and governance.</p> <p>Close and collaborative working with other members of the team and staff across the Council is essential to ensure that issues are identified, solutions developed, agreed and implemented. Communicating advise and policy changes effectively with senior staff as required, achieving service standards, goals and balance of risks.</p>	
3. Leadership	
<p>Managing a small team in support of services across the Council through the cyclical financial processes including revenue annual budget setting, monthly and quarterly budget monitoring, to the Management Team and AD Corporate Resources and establishing the year end outturn position.</p> <p>Supporting all aspects of the annual budget setting process, ensuring that it is aligned with the agreed Medium Term Finance Strategy, is based on agreed policies, and will successfully conclude with reporting to full Council an annual budget and the Council Tax to be set for the forthcoming year for approval in accordance with statutory deadlines.</p> <p>Providing an effective business partnering function to support Service Managers in forecasting the revenue and capital program position accurately and maximise service opportunities within agreed financial policies and controls.</p> <p>Managing team resources to meet requirements, ensuring coverage of services during peak and leave periods, ensuring effective separation of duties.</p> <p>Setting clear expectations for staff and regularly review performance and progress toward outcomes, providing honest and constructive feedback. They ensure all employees are enabled with tools, support, opportunities and rewards to motivate them to achieve service objectives and outcomes.</p>	
4. Key Relationships	
<p>Responsible for the developing and maintaining effective communication lines with Assistant Directors and their teams to enable accurate and agile reporting.</p>	

Providing effective and efficient support to the Strategic Finance Accountant
<p>Internal Assistant Directors and the Leadership Family, Service Staff, Line management and Working Groups.</p>
<p>External Service users, peers and network groups, operational staff across other public/third sector bodies, commercial, community and other interest groups.</p>
<p>5. Standard Accountability Statements</p>
<p>Health & Safety and Risk: The manager ensures they know and advocate the Council's Health and Safety Policy and takes such steps as are reasonably practicable for personal and collective health and safety for the services under their control.</p> <p>It is their responsibility to identify operational risk factors, including through Business Continuity Plans that might compromise achievement of key objectives or performance and put in place solutions to ensure safe service delivery.</p>
<p>Equality & Diversity: They have a responsibility under the Public Sector Equality Duty for managing diversity and inclusion initiatives within the scope of their management responsibilities. This includes promotion of the Council's policies and procedures relating to equality and diversity in the workplace, provision of services and resolving any equality grievances that are raised.</p>
<p>Learning & Development: Through effective management, they drive and promote a culture of ongoing learning and development. In addition to managing learning and development for their direct reports, they are responsible for overseeing completion of their service areas' performance reviews and employee development planning. They ensure that all identified areas of development are addressed appropriately.</p> <p>For the purposes of ongoing development there is an individual responsibility to continue their own learning and development, and to maintain up to date records of achievement and attendance as required.</p>
<p>6. Competencies</p>
<p>Political acumen:</p> <p>To have a practical understanding of the tiers of government, as well as capability to interact with the offices of Members, public committees, commercial and community partners.</p> <p>Able to act with political intelligence within the remit of their position and demonstrate local government expertise to advise Council representatives involved in political, community and public forums.</p>
<p>Knowledge:</p> <p>An understanding of Finance Business Partnering and how to embed it within a finance function.</p> <p>Proven record of providing strategic financial advice to services that are preparing reports and briefings for the Management Team and members, ensuring that any proposed service changes, projects, investments, or savings programs are fully developed to include all financial implications and are evaluated to ensure that they provide value for money.</p> <p>Understand the Governance process in order to provide support for the timetabling and delivery of the budget and corporate plan.</p>

The ability to write concise briefing notes of policy and local changes and their impacts.

Creative Thinking:

The ability to apply problem solving to inform service decisions and improve service delivery to customers.

Policy Direction:

They are an active advisor in policy administration and management within the Council, specifically by monitoring policy compliance and either taking corrective action as required or escalating it to the Director/Assistant Director.

7. Main Duties & Responsibilities

1. Delivery of an effective Business Partner finance function that supports an efficient and effective budget setting and reporting process.
2. Manage and co-ordinate the completing of financial returns (e.g. RA, grants) while maintaining an awareness of the impact of data produced. Monitor their progress where appropriate.
3. Support the development of the annual Capital and Revenue Medium Term Financial Plan and the key processes that feed into its production.
4. Supporting the financial management and development of good governance with regard of the councils multi year programme.
5. Being aware of new and pending legislation and policy changes and supporting in the preparation of timely briefings to the S151 Officer.
6. Develop and manage the S106 monitoring and reporting in conjunction with service experts.
7. Manage and work proactively to improve budget management controls responding to business need and in line with financial regulations.
8. Support compliance with the Financial Management Code.
9. Provision of advice to services that are preparing reports and briefings.
10. Manage the VAT and tax compliance processes.
11. Maintain continuing professional development, particularly with regard to legislation and best practice related to the service.
12. Undertake such other reasonable and relevant duties as required.

**MID SUSSEX DISTRICT COUNCIL
PERSON SPECIFICATION**

Job Title:

Service Areas:

POST NUMBER:

DATE: September 2023

ESSENTIAL

DESIRABLE

Qualifications Educational/ Professional	<ul style="list-style-type: none"> • First or Second Class Degree. • Relevant professional qualification. • Membership of an industry body, preferably Chartered Institute of Public Finance and Accountancy (CIPFA). 	<ul style="list-style-type: none"> • Membership of other relevant professional bodies.
Knowledge	<ul style="list-style-type: none"> • Proven knowledge of relevant current and emerging legislation. • Current accounting guidance and best practice. • Business Partnering Best Practice and its implementation. • Financial Capital / Programme Accounting requirements 	
Work Experience	<p>Proof of the following being applied in current/previous roles:</p> <ul style="list-style-type: none"> • Proven ability to write briefings on emerging legislation and policy changes and their impact. • Ability to grow in depth expertise and operational understanding of an organisations service areas. • Proven ability to communicate effectively and professionally using different medium, i.e. email, briefing notes, formal reports • Proven record of working as, and leading a team of effective business partners. • Proven understanding of Risk management and best practice and its implementation. • Evidence of working in an environment of continuous improvement based on the success of cross-service support and collaboration. 	

<p>Political Aptitude & Leadership</p>	<ul style="list-style-type: none"> • Political acumen – demonstrated capacity for operational management within a Council’s political framework in which political, community and public stakeholders are engaged. • Practical understanding of the tiers of government and political intelligence within the remit of their position. • Experience of and success in working in a political environment and alongside elected Members. • Ability to support senior manager in their engagement with Members. • Ability to understand and reflect on political context in respect of Council operational decisions and motivate your team to deliver service outcomes. 	
<p>General Aptitude/Skills</p>	<ul style="list-style-type: none"> • Ability to exercise creative and collaborative thinking and apply problem solving to inform service decisions and improve service delivery to customers. • Ability to prepare and manage a project timetable and manage staff and consultants to achieve this. • Ability to proactively manage policy administration and compliance. • Ability to understand and leverage modern digital approaches to improve service delivery. • Ability to work on own initiative and manage own workload. • Able to coach, mentor and develop other staff. 	
<p>Disposition/Attitude/ Behaviours</p>	<ul style="list-style-type: none"> • Able to collaborate and communicate openly and be approachable and fair. • Encourage open and transparent communication. • Able to challenge constructively and listen to others. • Ambitious, creative, and open-minded. • Able to command respect from staff, peers, and politicians. • High level of personal integrity. • Commitment to own personal development and a desire to experience new challenges and opportunities to grow. • Promotes wellbeing of colleagues and 	

	residents.	
Other Attributes	<ul style="list-style-type: none">• Flexible in working arrangements to respond to needs of the business.• Available to attend out of hours meetings.	