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| JOB ROLE PROFILE AND PERSON SPECIFICATION |

Post Title and Number: Finance Business Partner (Accountant)

Present Grade: MM1 Dept.: Resources

Team: Corporate Finance - Finance Business Partnering Team

Reports to (title): Finance Managers/Strategic Finance Manager

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| Purpose of the Role: |

* To support the Head of Finance, Finance managers and designated departmental teams in the provision of a high quality, flexible, professional finance support to service departments and reacts to service priority changes and adapts to current requirements.
* To act as Finance Business Partner for the relevant service area and develop an in-depth knowledge of the service overall
* Providing robust financial advice to senior stakeholders, presenting information to Departmental Management teams, any specific Project delivery boards and other service related meetings as required on all financial matters relating to the post holder’s specific area of work.
* The post holder will be expected to work unsupervised on a wide range of service based financial issues and provide suggestions for the resolution
* To attend and represent the Head of Finance and Finance managers, in their absence, at any service related meetings

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| Dimensions including Structure Chart: |

1. **Annual budgetary amounts with which the role is either directly or indirectly concerned:** A shared responsibility for the overall Council’s annual revenue budget of £1 billion and any relevant elements of the services capital programme.
2. **Structure Chart:** Reports to the relevant Finance manager in the Finance Business Partnering Team. See structure chart on next page.

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| **Director of Corporate Finance** |
| **Strategic Head of Corporate Finance** |  |
|  | **Finance Business Partnering Team** |
| Head of Exchequer Services & Team | Chief Accountant | \*Head of Financial Strategy & Resources & Chief Executive Finance | Head of Finance* Adults Social Care & Public Health
* Children & Families
 | Head of Finance* Env & Comm & Temporary Accom.
* Housing Gateway Ltd
 | Head of Finance Education & Schools Strategic Finance Manager |
| Deputy Chief Accountant x2/Technical & VAT Accountant/Finance Systems Accountant | Finance Managers x2 | Finance Managers x2 | Finance Managers x2 | Finance Manager |
| Corporate Accountants x3 | Corporate Accountant /Finance Business Partners x2 | Finance Business Partner | Finance Business Partner x3 | Finance Business Partner |
| Senior Finance Officers x2 | Senior Finance Officers x 2 | Senior Finance Officers x 3.9 (FTE)Finance Officer | Senior Finance Officers x4Finance Officer | Senior Finance Officers x2 |
|  | Finance Admin & payments officer |  | Finance Apprentice | Finance Admin & payments officer |

\*The Head of Financial Strategy reports to the Strategic Head of Corporate Finance but also links to the Finance Business Partnering Team as the posts manages staff that support Resources, Chief Executive and Property Services.

1. **Number of direct reports**: 0
2. **Nature of reporting relationship between post holder and line manager**: The post holder will work independently but closely with their line manager and will on occasion be required to deputise for the line manager.

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| Key Accountabilities: |

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| **Accountabilities** | **% of time** |
| 1. Support & deputise for the Head of Finance and Finance manager to deliver financial support, advice and guidance to the relevant service area.
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| 1. Supporting the Director of the service area that the post is designated to.
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| 1. Responsible for leading on the delivery of specific finance tasks supporting the annual financial cycle. This includes, but is not limited to budgeting, forecasting and closing the accounts.
 | 45% |
| 1. Undertaking where relevant (but not restricted to), sensitivity analysis, reviewing and challenging budget decisions, options appraisals, costing exercises, leading on the detailed calculations underpinning any new funding and grants requests, development of business cases.
 | 40% |
| 1. Providing financial input to procurement processes and taking responsibility for scoring of any financial sections.
 | 5% |
| 1. Horizon scan and pro-actively seek opportunities to improve the financial support provided to the Council and identify and support the delivery of efficiencies in the service support.
 | 5% |
| 1. Any other duties reasonably requested by management.
 | 5% |
| 1. Carry out all accountabilities in compliance with the Council’s Policies and Procedures.
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| Key Relationships (Internal and External): |

* Build and maintain effective relationships with senior officers across the organisation in order to develop, improve and provide a proactive, flexible, customer focused service solution. This will include Executive Directors, Directors, Heads of Service and Budget Holders, with briefings provided to CE, Cabinet Members, Directors, EMT and other Departmental DMTs as necessary
* Establish and maintain excellent relationships with relevant Service managers & Directors, external consultants, other Finance Managers, service contacts and other back office hubs to facilitate a shared approach to meeting business requirements and developing better ways of working.
* Liaison with external bodies and stakeholders as required in order to accomplish the requirements of the specific role. This may include Government Departments at a senior level, MP’s and Members.

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| Equality and Diversity: |

The Council has a strong commitment to achieving equality in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

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| Health and Safety: |

The post holder shall ensure that the duties of the post are undertaken with due regard to the Council’s Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health& Safety Policy, Group Safety Policy and employee information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".

#### Corporate Health and Safety Responsibilities

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

1. Understanding the hazards in the work they undertake;

2. Following safety rules and procedures;

3. Using work equipment, personal protective equipment, substances, and safety devices correctly; and

4. Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Employees shall co-operate with the Council by allowing it to comply with its duties towards them. This requires employees to:

* take part in safety training and risk assessments and suggest ways of reducing risks; and
* take part in emergency evacuation exercises.

Employees shall report all accidents, ‘near miss’ incidents and work-related ill health conditions to their manager/supervisor/team leader.

Employees shall read the Corporate Health & Safety – Organisation Part B Policy to ascertain and understand their responsibilities as an employee, line manager, Assistant Director or Director of the Council.

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| Information Security: |

In order to protect the confidentiality, integrity and availability of Council information, including information provided by customers, partner organisations, and other third parties, where applicable, employees will comply with the Council’s Information Security Policy.

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| Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice: |

Enfield Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and the Council will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults. All staff employed to work with or on behalf of children and young people in the Council must be competent.

All staff working with Children & Vulnerable Adults should be aware of and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at Enfield Council.

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| PERSON SPECIFICATION |

**Job Title: Finance Business Partner Grade: MM1**

**Department:** **Resources** **Team: Corporate Finance - Finance Business Partnering**

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| **KNOWLEDGE, SKILLS & ABILITIES** (You are not restricted to 2 criteria for each category) | **HOW TESTED**Application – ATest – TInterview – I  |
| **Job Specifics – Skills, Experience** (In this section you should list between **4** and a maximum of **8** essential recruitment and selection criteria and **2** desirable criteria). **The information you provide in this section will be used in the recruitment application process to assess the suitability of job applicants.****Essential:**1. A CCAB or CIMA accountancy qualification, or part qualified and actively studying for such a qualification or qualified by significant accountancy experience in a similar role.
2. Good knowledge and understanding of local government finance, budgeting and accounting, and experience in providing high level advice, support and challenge on a variety of complex financial and service issues
3. Excellent numerical and analytical skills, including the ability to analyse and interpret detailed and complex financial and other information, to develop and use financial management systems and to have the confidence and ability to train and develop others in the use and application of such systems
4. Good oral and written communication skills, including the ability to present a range of complex and detailed financial and other issues to a diverse audience including councillors and senior officers and to develop and manage productive relationships with both external and internal contacts and agencies.
5. Advanced IT skills in Excel, PowerPoint and Word but not limited to these applications, including the ability to design, construct and interpret complex spreadsheets. Extensive experience of working with integrated financial systems in a large organisation
6. Experience of providing financial advice and support to senior officers, members and external stakeholders

**Desirable:** 1. Experience of analysing and challenging budget decisions in a complex organisation in to order to achieve value for money outcomes.
2. Experience of financial modelling and assessing the viability of new initiatives, service models etc.
 | **A,T, I** |
| **Competencies:**1. **Provide Leadership**
2. **Build Relationships**
3. **Communicating Information**
4. **Creating Innovation**
5. **Resilience**
6. **Planning and Managing Resources**
 | **A,T, I** |
| **Knowledge**1. Knowledge & understanding of financial management of a large organisation preferably local government
 | **A,T, I** |
| **Qualification(s)**1. A CCAB or CIMA accountancy qualification, or part qualified and actively studying for such a qualification or qualified by significant accountancy experience in a similar role.
 | **A,T, I** |