



## Job profile

# Group Accountant/ Finance Business Partner

## Grade M

**Group:** Resources and Digital

**Service:** Financial Management

**Location:** Civic Centre

**Line Manager:** Corporate Finance Manager

**Car User Status:** Casual

### Job Purpose

Overall provision of professional financial services to designated Services, functions and projects. Act as a key point of contact with Group Directors, Service Directors, Elected Members and other stakeholders in relation to responsible service areas, delegated by the Strategic Director, Resources and Digital.

### The key roles of this post will include:

1. To provide professional financial advice and information in order to satisfy the requirements of a designated grouping of the Council's services and projects.
2. To monitor, control and manage the financial resources of the Council ensuring compliance with statutory obligations, professional accounting standards, Standing Orders and Financial Regulations in order to ensure proper public accountability.
3. To provide relevant, accurate and timely information to support the strategic planning process and operational management as coordinated by the Corporate Finance Manager.
4. To clearly present and communicate financial information to relevant Group and Service management teams, officer and senior management groups.
5. To ensure the accurate preparation, monitoring and control of service and project budget estimates and forecasts, including plans highlighting potential opportunities and risks. Quantify and grade risks identified and support the formulation and implementation of mitigation plans where these are required.
6. To support the timely preparation of robust business cases from a financial perspective, identifying and quantifying associated costs, benefits, risks and funding solutions.
7. To represent the Strategic Director, Resources and Digital at relevant Committees, Portfolio holder briefings, Corporate Board meetings, working parties and any other such meeting as required, providing professional and technical advice and direction.



8. To proactively carry out research, prepare material and undertake financial impact assessments for briefing Members and Senior Management, to provide advice on new standards, legislation, consultation documents, Government announcements etc.
9. To review and approve the wording of financial implications for Cabinet, Strategy Group and Portfolio reports in relation to responsible areas, liaising with the Strategic Director, Resources and Digital where applicable.
10. To analyse, interpret and communicate financial and performance data, and provide financial advice in the form of management and board reports. Complete financial returns and questionnaires as required.
11. To provide for continuous quality review and maintain and develop agreed performance standards, indicators and measures.
12. To provide positive leadership, clear direction, training and support to team members to optimise their performance.
13. To ensure that all work carried out within the post holder's areas of responsibility, is performed in accordance with the Council's Health and Safety policy.
14. Such other responsibilities allocated which are appropriate to the grade of the post.



## Knowledge & Qualifications

### Essential:

#### Knowledge

- Displaying political sensitivity and diplomacy
- Council organisation, policy and procedures

#### Experience

- Local government financial environment.
- Effective written and oral communication skills
- Ability to work with minimum supervision and organise own workload
- Ability to manage heavy workloads within tight deadlines
- Organisation skills
- Ability to liaise with a wide variety of internal and external clients
- Comprehensive working knowledge of using office-based software packages (e.g. Microsoft Word, Excel, PowerPoint & Email applications)
- Providing professional financial advice to a range of stakeholders
- Clear presentation of complex financial information
- Report writing

#### Qualifications

- CCAB qualification or equivalent

### Desirable:

#### Knowledge

- Local Government Finance or public-sector environment
- Issues affecting a large Authority

#### Experience

- Relevant post qualification experience in a local government finance environment.
- Working with councillors
- Building effective working relationships
- Report Writing
- Supervision
- Leading and managing employees

#### Qualifications

- CIPFA qualified.



## Competencies

<b>Customer Focus</b>	Puts the customer first and provides excellent service to both internal and external customers
<b>Communication</b>	Uses appropriate methods to express information in a clear and concise way to make sure people understand
<b>Team Working</b>	Works with others to achieve results and develop good working relationships
<b>Making things happen</b>	Takes responsibility for personal organisation and achieving results
<b>Flexibility</b>	Adapts to change and works effectively in a variety of situations
<b>Learning and Development</b>	Actively improves by developing and applying new skills and knowledge and learns from past experiences
<b>Communication and Engagement</b>	Shares and listens to information and ensures employees views are sought out; listened to and make a difference. Facilitates and empowers employees to make things happen. Treats individuals with respect and consideration.
<b>Developing Teams and Individuals</b>	Promotes and supports team and individual learning and development and uses delegation to create a sense of ownership of high level organisational issues, and encouraging individuals to stretch beyond their current capabilities
<b>Managing Performance</b>	Effectively manages the performance of teams and individuals to ensure results are achieved
<b>Personal Impact</b>	Is self-aware, learns continuously and adapts behaviour in response to feedback. Makes things happen, operates with resilience, flexibility and integrity
<b>Making things happen</b>	Empowers people to initiate change. Supports innovative ideas and new ways of working