

<b>Financial Services</b>	
<b>Job Description</b>	
<b>Finance Business Partner</b>	
<b>Grade LS7</b>	Post Number: TBC
<b>Responsible to:</b>	Senior Finance Business Partner
<b>Responsible for:</b>	N/A
<b>Job Objective:</b>	To properly manage allocated areas of financial responsibility ensuring compliance with professional, local and national standards. To provide professional business advice to managers and staff across the authority on the effective delivery of their services enabling the delivery of efficient services to the public and other stakeholders.
<b>Main duties and responsibilities:</b>	Ensuring the proper administration of allocated areas of responsibility including taking an active role as a designated Business Advisor for specified areas of council activity.
	Ensure that knowledge on local and national issues and any changes to legislation is kept up to date and the impact on the Council is analysed and reported to the Senior Finance Business Partner
	Specialist adviser for allocated area of responsibility including Treasury Management, Capital, Procurement and Collection Fund.
	Providing financial support, advice and analysis for allocated areas of responsibility and specified projects.
	Alongside the other accounting roles assist in the delivery of accounting services.
	Undertake tasks in line with the budget and closedown timetables including the completion of accounting tasks and, where identified, the production of notes and statements.
	Ensure that accurate budget forecasts are produced by departments and being proactive in identifying whether corrective action is needed and supporting managers in developing and delivering the actions
	Promote the development of business and financial skills across the authority ensure the transfer of technical knowledge to peers and others in the service.
	Work alongside and support service areas in supporting a more commercial approach and developing business cases for alternative delivery models.
	Promote proper financial management across the authority including ensuring compliance with relevant professional and statutory codes.
	Delivery of finance and business related training to staff within the council.

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	Identifying and progressing opportunities to improve the Council's financial systems and procedures.
	To attend and provide financial and business advice to Council Management Teams, Boards and other bodies as required.
	Ensure that all statutory and non-statutory returns including grant claims and tax returns are accurately completed and submitted by the deadline.
	To liaise with, and support work undertaken by, the council's external auditors, internal auditors, and other relevant inspectorates.
	To produce reports, briefing papers and other documents as required.
	Allocate duties to Finance Technicians/Accounting Technicians and Accounting Assistant to support the finance function
	To undertake any other duties as required and directed.
Approved by: Sarah Whittaker Date: 5 May 2026	

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