

## Job Profile

**Job Title: Senior Finance Business Partner**

**Job Grade: L5Z1 – L5Z2**

**Pay Grade: £52,282-£67,886**

### About Camden

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

**The Finance service in Camden has an ambitious vision to ensure delivery of a high-quality, value-added service with excellent financial controls.**

We will do this through an exciting journey of change, challenge, and innovation.

To deliver on this aspiration, our finance team is expected to work in a collaborative way within the council, and with our residents and partners. It is important that we provide a service that always reflects best practice and is streamlined and efficient. To achieve this, we will continue to invest in our teams to ensure they are properly resourced and skilled to provide sound, relevant financial advice and innovative solutions to support service pressures, demonstrate initiative and lead a solution focused service.

### About the role

The role is integral in supporting the Finance Business Partnering model. The post holder will be responsible for providing strategic insight across the Council and will work closely with senior management teams and other stakeholders to provide excellent financial advice, support, and challenge across a wide range of financial related matters.

A key purpose of the role is to develop and maintain strong, professional relationships both across the Council and with external partners. The post holder will be expected to add value to the organisation by providing exceptional financial support and challenge to decision makers at all levels and by supporting the development and implementation of robust, sound business proposals to support the delivery of the key aims of the Council.

The Senior Business Partner will be responsible for maintaining current, relevant knowledge and will be expected to monitor developments in both the Council's own policies and practices and in national policy and legislation to assess and advise on the financial impacts, risks, and opportunities. The post holder will also be expected to keep up to date with best practice and guidance from relevant professional bodies.

The post holder will be responsible for providing leadership and support to business partners and other finance officers to ensure the highest standards of professional support and advice are maintained across the business partnering service.

The role is flexible and whilst you will be assigned to support one division, there will be opportunities and regular rotations to support different areas of the Council. This will facilitate a consistently high-quality standard of financial knowledge and expertise across the organisation and avoid silo working and promote business continuity. This approach will avoid single points of failure and improve knowledge retention in the organisation. Furthermore, it will allow our business partners to develop extensive experience across multiple services and disciplines resulting in well-rounded Finance professionals.

This is a career graded position, therefore proactive, professional self-development will be essential to the progression across pay grades. Detailed below are the requirements from entry to advanced pay grades.

As a Senior Business Partner you will champion the business partner model, be a visible and approachable point of contact for budget holders, and promote collaborative working relationships across the Council.

### **About you**

- A detailed understanding and a proven track record of working in local government or other large organisations, with experience of working in a finance business partner role.
- You will have exceptional communication skills and will have experience of communicating complex financial information to key stakeholders both verbally and in writing.
- Ability to build trusted working relationships across the organisation and the skills to influence key stakeholders in their decision making, helping to provide a solution focus to service and drive service improvements via financial insight.
- Demonstrate a strong understanding of the financial policies and frameworks in which the council operates with experience of implementing and communicating these to both finance and non-finance staff.
- You will be proficient in using complex financial data to prepare medium term forecasts for services including expected future demand for services and future cost pressures.
- You will also be able to demonstrate the ability to analyse and interpret external economic data and trends and produce advice to key stakeholders.
- The role requires you to demonstrate a broad range of financial knowledge and skills including budget setting and monitoring, closing of the accounts, grant compliance, financial option appraisals and project finance support.
- You will be required to share knowledge with a wide range of people from both finance to non-finance backgrounds, you will be required to demonstrate your ability to effectively provide support and guidance on a range of financial issues.
- Able to demonstrate resilience in a fast-paced work environment and be able to communicate confidently with senior officers, partners, and elected Members.

## **Career Graded Criteria:**

### **Level 5 Zone 1**

You will ideally have a full CCAB or CIMA qualification or have demonstrable evidence of being qualified by experience.

To be the lead Senior Business Partner within a service area (as assigned) with overall responsibility for providing financial support to senior managers. This includes:

#### **Budget Monitoring**

Monitor and present financial performance against the councils' strategic objectives.

Development and presentation of budget setting, budget monitoring reports along with monitoring and reporting on the delivery of key objectives such as the Medium-Term Finance Strategy and other key projects.

- Provide budget information for council reports in line with agreed timetables to support the Council's overall financial governance and reporting arrangements.
- Present and meet with services to review financial position and outturn. Working in collaboration to produce financial action plans to address any overspend. Report pressures against budgets (Revenue and Capital) and escalate with realistic action plans.
- Ensure that deadlines are met for all of the key finance activities including being responsible for adherence to corporate monitoring timetable ensuring data, monitoring reports and actions are signed off for inclusion in corporate outturn reporting.

#### **Accuracy of Financial Data**

- Financial support to inform strategic and operational decision making through the accuracy of the financial postings to include:
  - Approve reprofiled budgets.
  - Approve Virements processed.
  - Review journals input into Oracle by ABP or FBP for financial accuracy to ledger codes.
  - Reviewing budgets and looking at trend analysis
- Provide advice as required on financial controls and compliance issues relevant to the division.
- Ensure Schemes of Financial Delegation are updated and signed off annually.
- Provide financial support to inform strategic and operational decision making through the accuracy of the financial postings including journals, virements and re-profiling of budgets.
- Review and take appropriate action to ensure journals input into oracle by Business Partners or Finance Officers are accurate.

#### **Financial Planning**

- Lead the review of the financial performance of a division, via monthly meetings including reporting on the divisions overall financial position, delivery of agreed MTFS projects and key financial risks and issues facing the division.
- Coordinate MTSP requirements for division/service.

- Communicate budget approval to Senior leaders and those supporting projects within the areas you support.
- Lead and coordinate budget sign off from divisions.

### **Project Support**

- Analyse financial data and expert opinion in order to forecast future demands and cost pressures for services. Advise the Director of Finance and Heads of Finance of expected future financial trends and financial risks and issues facing the Council over the medium term.

### **Legislation**

- Lead and be responsible for training and development of key finance and non-finance teams to ensure a continued high level of financial knowledge and skills across the council.
- Provide financial support to key stakeholders to inform strategic and operational decision making through accurate and timely financial advice
- Approve for posting financial transactions into the ledger ensuring compliance with the Financial Regulations.

### **Level 5 Zone 2**

All requirements of level 5 zone 1, as well as consistently demonstrating and performing regularly all of the following key tasks within the role:

- You will be CCAB or CIMA qualification. In exceptional circumstances qualified by experience will be considered where this can be demonstrated with evidence.
- Produce and present reports to Senior Management Teams on a regular basis ensuring a focus on the financial position of the division and working in collaboration with senior managers within the division to deliver agreed business plans and service improvements.
- Be the lead financial representative on a project board for a cross cutting project ensuring the board receive excellent financial advice to support sound decision making.
- Provide financial advice and guidance on specific cross cutting projects or major division projects by presenting accurate investment/project appraisals to support decision making on projects.
- Be an active member of the finance community who leads on continuous improvements across finance and provides support and leadership to other finance business partners.
- Responsible, as assigned by the Chief Accountant, for a specific note or section of the accounts – ensuring that the financial posting and working papers are accurate and meet the relevant statutory requirements, and that all audit evidence is accurate and robust.
- Lead on assessing and communicating the impact of legislation or policy changes to the organisation, ensuring the successful interpretation, communication, and implementation of any changes required to Council policies and procedures. Ensure any financial impacts of policy or legislative changes are included in the Council's medium term financial forecasts.
- Lead on a large scale legislation change or impact to the Council

**Work Environment:**

The post holder is required to work in an agile way in line with Camden's flexible working environment.

**People Management Responsibilities:**

There will be a requirement for line management responsibility of up to 3 FTE.

**Relationships:**

As a Senior Business Partner there is a requirement to form excellent working relationships with:

- The Heads of Finance and the finance teams
- The Director and the Heads of Service across the Council
- Executive Director and other senior managers within the council
- Members and scrutiny committees as relevant
- Other Local Authorities
- Partners

**Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk.

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

**Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,

**Note:**

This document is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.