

## **Job Profile**

**Job Title: Business Partner Companies**

**Job Grade: Level 5, Zone 1**

**This supplementary information for Business Partner Companies is for guidance and must be used in conjunction with the Job Profile for the Senior Finance Business Partner.**

### **Role Purpose:**

To develop, manage and provide financial support and advice to Camden Living, Camden Learning and other relevant Companies. To provide operational accountancy support, combined with effective financial management and control.

### **Example outcomes or objectives that this role will deliver:**

- Lead the production of the annual accounts for each company, including supporting relevant and accurate financial information for the company stakeholders; regular financial reporting. Presenting to the Board and management groups regular reports and commentaries on performance and financial projections/ trends
- To lead and have overall responsibility for the financial planning, management and coordination of financial arrangements for the companies
- To ensure sound and effective financial management processes and procedures are in place and adhered to within the companies
- To advise board members and relevant officers of the companies on its financials, risks, pressures
- To work with managers and budget holders to ensure they have the information, tools and skills necessary to manage their finances themselves and understand the financial aspects of running their business
- Compete the necessary VAT, companies house and other statutory/regulatory returns and accounts
- To lead the production of the company's annual accounts
- To ensure that the accounts comply with recommended accounting practices
- To manage the relationship with the companies appointed auditor in carrying out the audit of the accounts and dealing with any objections to the accounts

### **People Management Responsibilities:**

There may be a requirement for line management responsibility of 1 FTE.

**Relationships;**

Key relationships for the post holder will be:

- The Director and Executive Director of Finance
- Key stakeholders in Camden Learning and Camden Living
- The Financial Reporting Team
- Relevant board members of companies

**Work Environment:**

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

**About You**

- CCAB qualified Accountant
- Experience in supporting private limited companies to:
  - Prepare, analyse, interpret and present robust business case
  - Set up, maintain and improve financial governance processes, structures and procedures as well as financial systems
  - Prepare the final accounts and all associated work to do this
  - Prepare and submit regular VAT returns
  - Prepare and present regular financial management reports and other reports as requested
- Good understanding of local government accounting
- Good influencing and negotiating skills
- An ability to build excellent relationships with relevant board members

**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.