# Job Profile Information: Business Partner – Service Support

**This supplementary information for Business Partner – Service Support is for guidance and must be used in conjunction with the Job Capsule for Finance at Level 5 Zone 1 Camden Way Category 4.**

**It 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.**

**Role Purpose:**

To support the relevant Head of Finance/Business in the delivery of sound financial advice on all matters within the directorate and those which cut across directorates. To provide a business partnering, relationship management, project/change support and financial advice service for nominated Director(s) and their Heads of Service to ensure that their finance support needs are met.

To lead and have overall responsibility for financial planning, management and coordination of financial arrangements for a division or given area across both revenue and capital finance as appropriate. To lead on cross-cutting areas such as corporate reporting as required by head of service.

To take a proactive responsibility for the development of financial competence within Camden. To support an integrated approach to the development of financial strategy across all council services.

# Example outcomes or objectives that this role will deliver:

* Effective and valued business partnering relationship with relevant directors that assists divisions in achieving their outcomes whilst driving financial improvements
* Effective revenue and capital financial strategies which help meet key strategic objectives of the council/services, taking account of resource constraints
* Business partnering support to the design, production and implementation of projects to achieve MTFS efficiencies
* Pro-active financial advice and support for revenue and capital projects (including robust option appraisals) which contributes to the success of projects and is recognised by service managers and others involved in delivery of the projects
* Budgets which reflect the cost drivers in a directorate or given area are set within the required timeframe and within cash limit and pressures and risks highlighted and dealt with at appropriate levels within the organisation
* Financial information is accurate, timely and presented in an appropriate manner for the audience intended
* Committee reports are based on accurate financial information and robust financial analysis
* Managers are able to carry out their own day-to-day financial management responsibilities with minimal input from Corporate Finance
* Financial training and online offer to the organisation are effective
* Leadership and delivery of cross cutting corporate finance work programmes (such as council wide budget setting, budget holder financial development, council wide financial monitoring reports)
* Management and development role for direct reports
* Leadership role in driving and implementing cross-cutting areas as requested by head of finance, such as collaborate groups to set and enhance organisation’s approach to budget setting, monitoring and closing

# People Management Responsibilities:

Line management responsibility for up to 3 FTE

Leadership of cross cutting projects within Corporate Finance Mentoring and leadership role within Corporate Finance

# Relationships:

The post holder will report to the Head of Finance or Lead Health and Care Advisor. Other key relationships for the post holder will be:

* + The Director the post has a business partnering relationship with, and their Heads of Service
  + The relevant Executive Director and other senior managers within the Council
  + Relevant Cabinet Members/Scrutiny Committees
  + Partners such as Camden Clinical Commissioning Group
  + Other Local Authorities
  + Relevant staff within Strategy and Organisational Development
  + Business partners across the directorate finance services, and colleagues in technical and strategy areas of finance as appropriate

# Work Environment:

The role is office based and the post holder will be expected to work in an agile way in line with Camden’s flexible environment*.*

# Technical Knowledge and Experience:

* + CCAB (or equivalent) qualified accountant
  + Detailed understanding of local government finance and financial techniques such as budgeting, monitoring, closing and options appraisal
  + Excellent influencing skills
  + Ability to effectively communicate complex financial issues to differing levels within the organisation
  + Ability to deal confidently with elected members

# Camden Way Five Ways of Working

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transf orm the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

## The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>