

Job Profile Information: Capital Projects Business Partner

This supplementary information for Capital Projects Business Partner is for guidance and must be used in conjunction with the Job Capsule for Finance at Level 5 Zone 1

Role Purpose:

This role exists to provide high calibre business partnering support to the primary capital development projects in the council. The post holder will carry out detailed financial options appraisals and support project managers to produce robust business cases. They will take responsibility for ensuring that decision makers are presented with high quality financial advice and options where appropriate at key points in the project cycle. They will understand the impacts of the macro and local economic environment on their projects and will take a lead in scenario and sensitivity analysis on a project and programme level to ensure risks are understood and managed. They will understand the wider capital programme and the impact of their projects on this. A critical friend, stakeholder management will be vital to ensure they are both a trusted and integral part of project teams, but not afraid to challenge colleagues and report alternative viewpoints when required.

Example outcomes or objectives that this role will deliver:

- Support development of new and iterated business cases during project lifecycle
- Ensure that robust option appraisals and sensitivity analysis included within decision reports
- Ensure that relevant projects are managed within expenditure and income resource constraints
- Proactive financial advice and support for projects is recognised by project and service managers and others involved in delivery of the projects
- Lead on budget setting, management accounting, and closing for allocated projects
- Understanding and communication regarding impacts of projects on revenue accounts and council funding
- Provision of information regarding performance of CIP programme
- Development of strategies and programmes to investigate and report on effectiveness of council's use of resources and initiatives to improve value for money

People Management Responsibilities:

- This role has no formal line management responsibilities but taking a lead in a matrix approach with colleagues from across the division will be crucial

Relationships:

The post holder will report to the HRA and Capital Projects Team Manager. Other key relationships for the post holder will be:

- The other post holder of this role, who it will be necessary to work effectively with to ensure consistent methodologies are adopted and areas of joint work are coordinated
- The project sponsors and project managers for individual capital projects
- Other specialist advisers to change projects, including property and procurement
- Other business partners and management accountants within Corporate Finance regarding revenue impacts of projects
- Directors/Executive Directors and Heads of Service responsible for service areas within which capital projects fall
- CIP governance including programme team and programme board, and other governance boards depending on nature of project
- Capital Strategy Advisor and Capital Strategy Accountants in Corporate Services finance who lead on maintenance and development of overall capital programme including coordination of budget setting, funding and resource management
- Financial Reporting Business Advisor (technical capital) post holder in Technical responsible for accounting for capital assets

Work Environment:

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

Technical Knowledge and Experience:

- CCAB (or equivalent) qualified accountant
- Ability to apply forensic financial skills to a range of capital projects
- Delivery of complex capital projects as part of a multi-disciplinary project team
- Understanding of the broad regulatory and procurement frameworks within which large capital projects operate
- Understanding of capital financing in local government environment

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 transform 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:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>