

Job Profile Information: Business Advisor

This supplementary information for Business Advisor is for guidance and must be used in conjunction with the Job Capsule for Job Zone Level 4 Zone 2 Camden Way Category four

Role Purpose:

To support the relevant Head of Finance/Business Partner/Team Leader 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/support and have overall responsibility/support for financial planning, management and coordination of financial arrangements for a given area such as health or a small/less complex group of services across both revenue and capital finance as appropriate. To lead/support 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:

- To provide effective and valued business partnering relationship with given areas that assist them in achieving their outcomes while driving financial improvements
- Support the development and delivery of effective revenue and capital financial strategies which help meet key strategic objectives of the council/services, taking account of resource constraints
- Business partnering/support a given area in design, production and implementation of projects to achieve MTFS efficiencies
- Provide support/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
- Provide high quality advice, support and production of information/work with minimal supervision
- 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
- To enable managers to carry out their own day-to-day financial management responsibilities with minimal input from Corporate Finance, including budget holder enablement, training and on-line support
- Support the 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, collaborative groups)

People Management Responsibilities:

Mentoring and leadership role for junior staff as appropriate

Relationships:

The post holder will report to the HRA & Capital Projects Team Leader or Business Partner. Other key relationships for the post holder will be:

- The relevant Head of Finance
- May take lead role in business partnering relationship within a directorate or a 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 post-holder will be required to work in an agile way in line with Camden's flexible work environment.

Technical Knowledge and Experience:

- Part qualified in CCAB or equivalent professional qualification.
- Ability to understand and interpret complex legislative and regulatory frameworks that apply to local government finance
- Knowledge and understanding of financial planning, management and financial frameworks in a large organisation – preferably local government
- Excellent communication, influencing and presentation skills and a pro-active approach to work, including identifying and resolving problems/issues
- Ability to interpret financial data/information, apply logic and judgement
- Understanding and knowledge of providing service delivery improvements, including financial systems and processes within a financial setting

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/>