

Job Profile Finance Business Partner

Job Title: Finance Business Partner
Job Grade: Level 5 Zone 1
Salary Range: £49,930 - £57,543

Our mission is to preserve resources and the environment for future generations by exemplary planning, innovation and communication in managing north London's waste. We serve two million residents in seven boroughs and run communications and engagement campaigns to help them reduce their rubbish and recycle more. We campaign for government and industry action to reduce unnecessary single-use items, encourage reuse and repair and promote effective recycling.

To help tackle the climate emergency and to prevent rubbish going to landfill, we are building the greenest Energy Recovery Facility in the country and modern recycling facilities at the Edmonton EcoPark, through the [North London Heat and Power Project](#).

NLWA staff are employed by London Borough of Camden and benefit from Camden's recruitment, pension, and HR policies.

You will be expected to adhere to NLWA values which are:

Safety: We protect the health, safety and wellbeing of everyone involved in, and using, our services.

Accountability: We are accountable to Members and to each other for delivering our responsibilities.

Ambition: We work to the highest standard and aim for continuous improvement in all we do.

Inclusivity: We have strong relationships with all our partners and create a positive work environment where everyone matters.

Integrity: We celebrate success, we learn from setbacks, we promote transparency and respect in our work

In addition to NLWA values are the Corporate Services core principles which are:

Respect time: We respect other people's time as we do our own

Set realistic expectations: We set, manage and deliver to realistic expectations

Stakeholder excellence: Treat your stakeholders with the utmost empathy

Don't be too hard on yourself: Try your best on everything you do and don't worry if it isn't perfect

The Corporate Services Team will act as a thread across everything we do in NLWA. We will be NLWA's heartbeat. We will deliver upon the trust that we build with our colleagues and stakeholders. We will accept challenge as an opportunity to grow, learn, improve, and innovate.

About the role

The finance team play in a significant role in ensuring the smooth running of the Authority, which has an operating budget of £77 million and a multi-year capital programme of £1.2billion. The Finance Business Partner role supports the business by ensuring the timely provision of financial management and advice to budget holders for both operational and project disciplines.

The post holder will support the Senior Finance Business partner by preparing budgets, forecasts and multi-year financial plans which are reported to Senior Managers and ultimately to Authority Members. These budgets and forecasts will support decision making across the Authority.

The Post holder will have responsibility for preparing the robust analysis of project and operational spend and ensure that all information provided to budget holders is accurate and reconciles with financial systems. This will include working with budget holders to ensure that accruals and other accounting adjustments are reviewed and challenged.

A key driver of budgets and forecasts are tonnages of waste that are delivered by constituent boroughs. These will be produced in close collaboration with the Head of Strategy and Services and constituent boroughs to produce a multi-year forecast for each of the main waste streams. Once these discussions are agreed and have been documented by the post holder, they will be costed to identify the overall cost to the Authority.

The Postholder will be responsible for developing and maintaining models to forecast future capital expenditure that will underpin cashflow requirements and borrowing costs. Each forecasting round, the levy model will be updated so that internal and external stakeholders can understand the forecast future levy requirements.

Each month, the post holder will work closely with the project team to understand the assumptions that they have included in their internal forecasts and review estimated actual spend to review the assumptions relating to the level of accruals that have been included. This will be compared to the actual expenditure incurred to provide a feedback loop so that accuracy can be reviewed, and improvements can be recommended.

In addition, a key output will be the preparation of management accounts for senior managers. This will include the identification of variances and, the preparation of a commentary after discussions with budget holders. The commentary will include mitigating actions that budget holders are putting in place.

The postholder will also work with budget holders and to ensure they have a clear understanding of financial requirements and processes, assist them by identifying variance to budget and forecasts, identifying mitigating actions where necessary.

At busy times, the postholder may be required to support the other members of the finance team to ensure that deadlines are met. The Finance Business Partner will be required to deputise for the Senior Finance Business Partner where necessary

About you

You will be studying towards a CCAB qualification or equivalent (desirable) or have relevant experience and have experience of budgeting and financial processes within public sector organisations and be able to work with budget holders within the Authority to provide reports and financial advice.

You will be able to develop work-plans and timetables and communicate the deadlines to others to ensure that your timetables are adhered to.

You will have the ability to use spreadsheets to ensure that monitoring and reconciliation of financial transactions are completed, and reports are produced for budget holders.

You will have good communication skills, both written and verbal, be able to present complex financial information in an understandable way so that you can influence budget holders.

You will have the ability to create and interpret financial models.

Work Environment:

The NLWA offices are in Tottenham Hale; 2 minutes from the Underground and rail station with great service and amenity links close by. There is also substantial opportunity for home working and alternative flexible working options are available/open to discussion.

People Management Responsibilities:

The postholder does not have management responsibilities

Relationships:

The post holder will report to the Senior Finance Business Partner. This role is part of the wider Finance team, reporting to the Head of Finance. The post holder will work closely and collaboratively with colleagues across the team to ensure that Corporate Services objectives are delivered.

The post-holder will work closely with the Camden finance team, through whose system the Authority conducts its financial transactions.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine our corporate services, and we'll redefine what a career can be.

Is this role Politically Restricted?

This role is not politically restricted.

Diversity & Inclusion

We want Camden Council (NLWA) to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

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). 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 or post to 5 Pancras Square, London, N1C 4AG,