

Role Profile

Part A - Grade & Structure Information

Job Family Code	12BF	Role Title	Senior Finance Business Partner
Grade	PS12	Reports to (role title)	Strategic Finance Business Partner
		Directorate/School	Resources
JE Band	519-613	Service/Department	Finance
		Date Role Profile was created	5th June 2019

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>Roles at PS12 make a leading contribution to the Finance as a Business Partner approach - a trusted, proactive and insightful Finance Service operating at the heart of the organisation. Operating with a high degree of professional independence and autonomy, the roles perform a mix of operational and project-related work (with the mix varying according to the nature of the work).</p> <p>Specific outputs are as stated in the "Type 1" and "Type 2" supporting job statements.</p>
Work Context	<p>The context is the Council's Financial Management Partnership which enables a financially sustainable County Council that has a strong culture of financial management, accountability and evidence-based decision-making across the organisation.</p> <p>Working together, Finance and the wider organisation will achieve:</p> <ul style="list-style-type: none"> * The best use of financial resources in meeting organisational objectives * A culture of accountability where managers and members take money really seriously, and balance this against their other responsibilities and objectives * A grip on the county council's finances, drawing on high quality financial information, aligned with activity and performance information * Great strategic and operational decision-making, based on sound and credible financial analysis and insight * Self-reliance among budget managers making use of effective tools, guidance and systems * Strong relationships underpinned by mutually understood roles, constructive challenge and collaborative problem-solving
Line management responsibility if applicable	<p>Formal line management responsibility for a group of professional staff (grades up to and including PS11), coaching and mentoring to support development of team members and tackling under-performance.</p> <p>Oversee and support the informal supervision by staff at PS10 & 11 of staff up to PS9. Undertaking regular performance conversations with staff at PS10 & 11, and ensure that these are taking place for staff at lower grades.</p> <p>Provides day-to-day direction to line managed staff based on the strategic direction set by the Strategic Finance Business Partner/Manager. Responsible for allocation of work across line managed staff.</p> <p>Provide professional guidance (but not line management) to business support finance staff in Directorates.</p>
Budget responsibility if applicable	Indirect influence over budgets within relevant area of influence.

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> Identify issues, trends and opportunities that may have an impact in their area of responsibility to enable appropriate action to be taken. Lead the development of policy in the own area of specialism, contributing to the delivery of organisational objectives. <p>Service Delivery</p> <ul style="list-style-type: none"> Evaluate existing service provision taking account of feedback and broader external developments, to ensure innovative solutions are proposed to maximise service quality, efficiency and continuity. Apply specialist expertise and use judgement to make decisions where solutions are not obvious, to deliver services that meet customer requirements and service standards. Drive change and embed new ways of working to ensure high quality service delivery and value for money. <p>Planning & Organising</p> <ul style="list-style-type: none"> Develop and ensure implementation of operational plans and play a key role in the formulation of strategic longer term plans for the area to fit broader functional and organisational strategy. Lead major projects and reviews and represent the business area in internal and/or external initiatives to enhance reputation and service delivery. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> Manage allocated budget/resources/funding effectively and flexibly and control all related expenditure to ensure delivery of targets/objectives within budget. Contribute to resource and budget planning within own area. <p>Work with others</p> <ul style="list-style-type: none"> Liaise internally and externally at senior levels to establish service requirements and priorities and ensure the department/service issues are appropriately represented and acted upon. Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies. <p>People Management</p> <ul style="list-style-type: none"> Manage a group of staff across a function/service, or as a significant part of a wide function to ensure all relevant annual targets and goals are delivered within budgetary/resource constraints. Lead, motivate and develop individuals using a coaching approach, to better meet current and future requirements. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To be responsible for ensuring health & safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> Degree or equivalent professional qualification plus experience at management level in a specialist area. Knowledge of the principles of change management, project management and continuous improvement, and their practical application. Authoritative knowledge of the work practices, process and procedures relevant to the role including broader sector/commercial awareness. Ability to manage budgets and resources to deliver effective support to their area of responsibility. Strong written and oral communication and interpersonal skills with high level negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals. Comprehensive knowledge of computerised business systems. Understands how to inspire and motivate others. Advanced problem solving and analytical skills with the capacity to devise and implement practical and creative solutions. Wide experience in successful leading, coaching, mentoring and developing of staff.

Details of the specific qualifications and/or experience if required for the role in line with the above description	See attached supporting Behaviours, Skills and Knowledge Matrix.
Role Summary	<p>Roles at this level are substantial management roles, they are either managing a multi functional support service within one of the organisation's service areas, or coordinating a specific business development or advisory area. This may involve significant coordination of complex or diverse services, e.g. leading business support services to professional teams, or coordinating teams carrying out specialist advisory or administrative services. More specialised roles will require a full understanding of a professional or specialised field and will work with those both inside and outside the organisation, to influence the development of services or delivery of specific projects or organisational objectives. They will provide overall guidance to more junior managers in terms of planning, service standards and resources which underpin service level agreements. Planning takes place over a one year horizon. They work closely with customers, staff, agencies and/or contractors to ensure that the services meet and exceed expectations. Roles at this level require extensive management experience and high level expertise. They exercise flexibility and independence for decision making within their particular functional area, working to broad parameters and policy guidance. Roles at this level are accountable for the professionalism of service delivery under their remit.</p>
Reference Number	

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