

JOB DESCRIPTION

JOB TITLE	SENIOR FINANCE BUSINESS PARTNER
GRADE	PO14
REPORTING TO	SENIOR FINANCE MANAGER
JD REF	BUS0077P

PURPOSE

Contribute to a solution – focused, innovative, financial management function that enables the effective allocation of resources to outcomes, to ensure value for money for the public purse, whilst ensuring the provision of professional and evidence-based management information to support the long-term sustainability of the Council and its trusted partners.

A commercial ethos is embedded across the Council so that any decision taken is done so following an assessment of commercial viability and opportunity, ensuring a proactive customer focused team supporting the achievement of the Council and its partners' long-term vision.

MAIN DUTIES AND RESPONSIBILITIES

- As a member of Departmental Management Teams (DMTs) within the business, encourage positive financial behaviour so that all actions and decisions are made with a sound financial and commercial focus and there is clear accountability for their delivery.
- Be embedded within management teams to proactively contribute to all aspects of the business, not just the financial aspects in line with the business plan and key objectives.
- Represent the Senior Finance Managers as and when required, in internal and external scenarios and to display the behaviours and values expected in a positive and professional manner.
- Provide proactive, solution-focussed, professional advice and guidance to the business to ensure financial risk is mitigated and financial opportunity is captured to enable innovation and commercialism to flourish within the realms of the Council's procurement and finance procedure rules.

- Support the Senior Finance Manager in ensuring the long-term financial sustainability of the Council through the development of a robust Medium Term Financial Strategy (MTFS).
- Contribute to income and investment opportunities for the Council by supporting new and existing initiatives; and support the delivery of income generating programmes to support the Council's commercial strategy.
- Support new initiatives and major projects that impact the future regeneration and improved economic outlook for the Wirral alongside our trusted partners.
- Support the annual budget setting process, to progress cost avoidance initiatives and savings proposals to ensure a balanced budget can be reported. To monitor the performance on achievement towards these proposals and cash limited budget in-year and ensure any mitigating action is taken where financial performance is off target.
- Provide effective management information when required, planning work and resources to allow deadlines to be managed effectively. Management information will be required on a cyclical and ad hoc basis, for a variety of audiences, requiring accurate information that is tailored to the audience so that it is understandable and informative.

ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

- Current Member of a CCAB member body or CIMA and demonstrable evidence of continuing professional development (CPD).
- Ensure the training and development needs of the team are fully met by a variety of means ensuring the whole team can demonstrate a full range of skills and abilities that supports effective succession planning. Leading a team of Accountancy staff, ensuring the team are aware of their role in delivering the outcomes of the Wirral Plan.
- Ensure that evidence can be provided to demonstrate that taxpayers' money is allocated and spent according to the council's priority outcomes, minimising the overlap and duplication of spend and activity via an outcomes-based budgeting process.
- Support the management of the key financial systems to ensure that financial data is being captured, stored, managed, and monitored effectively and is fit for purpose, accurate and in line with various reporting requirements.
- Prepare complex reports for DMT's and committee to support and enable decision making linked to the budget and financial management strategy, whilst escalating complex queries to the Senior Finance Manager.



- Support the achievement of the Council's commercial activity in conjunction with the commercial and commissioning team, supporting the business to deliver income generating ideas and projects to ensure the council's ambition for sustainable income and growth.
- Support the financial management of the Council's strategic projects to ensure all financial implications are modelled and known in advance and are reported to ensure informed decisions can be made. Ensure the benefits realisation of projects are captured and measured against forecast outcomes and any changes fed into the MTFS.
- Engage with communities to support Wirral Together, supporting them in consultations and workshops to assist them to help themselves. Support Portfolio Holders with community wealth building and developing links with external stakeholders.
- Compile and submit financial claims and returns to Government and other bodies in accordance with deadlines and requirements.
- Programme and project management skills to ensure benefits realisation can be captured, delivered, and measured.
- Demonstrable leadership qualities of high performing teams delivering to business plan targets.

DESIRABLE KNOWLEDGE, EXPERIENCE AND SKILLS

- Further Management qualification e.g., Master's Degree.
- Supporting large scale projects to transform services and/or teams.
- Experience of working with Members and involvement in political procedures.

ADDITIONAL INFORMATION

The postholder must be able to travel across the borough

Able to work outside traditional hours, of a weekend and evening as required, adopting an agile working approach in response to business requirements.

DATE OF APPROVAL: 27/08/2021

APPROVED BY: DANIEL KIRWAN

