



Job description

Job title:	Senior Finance Business Partner
Grade:	Band 13
Directorate:	Corporate Services
Reports to:	Assistant Director for Resources

Purpose of the job

To provide financial leadership, insight and challenge across the Council enabling informing decision making, strong governance and long-term sustainability.

To be the trusted advisor to senior officers and Members translating complex financial data to clear and actionable information, ensuring financial considerations are embedded into corporate planning and service delivery.

In addition to the general key duties below, the post holder will lead on a specific technical finance area, dependent on team allocation and contribute to the development of the wider finance function.

Main areas of responsibility

Act as a finance partner to budget holders and senior managers, offering constructive challenge and professional advice to support effective financial decision making.

Provide high quality and timely financial information and analysis to inform decision making, budget management and financial control.

Promote financial awareness and commercial thinking across the council and contribute to the development of financial capability across the council.

Work with external auditors to support the effective completion of final accounts, statistical/statutory returns and grants claims.

Contribute to the development and delivery of the Council's Medium-term Financial Strategy and annual budget, providing professional advice on affordability, risk and sustainability.

Provide professional leadership within the finance team supporting the development of skills and knowledge including the mentoring of colleagues.

Promote best practice, innovation and continuous improvement in financial management.

Ensure financial governance is strong, proportionate and aligned to best practice and statutory requirements.

Manage, motivate, train and develop the team to ensure delivery of an effective and efficient finance service.

To act as expert user of the Councils financial systems and reporting tools, supporting effective use, development and improvement.

Champion innovation and continuous improvement in financial management, systems and processes.

Support the Assistant Director for Resources in ensuring the Council's overall financial resilience and sustainability

Technical responsibilities

Specific areas will depend on team allocation and may include some of the following:

To lead the closedown and final accounts process, ensuring compliance with CIPFA's Accounting Code of Practice and statutory deadlines.

Provide expert technical accounting advice, including accounting standards, VAT, new legislation and complex financial issues. Lead on specialist areas such as Housing Revenue Account (HRA) capital accounting, collections fund, treasury management or Whole of Government Accounts (WGA).

To act as the lead finance officer with regard to the HRA, providing assistance as required in completion of the HRA Business Plan and Housing Strategy.

Support the council's approach to funding reform, business rates and government finance, including modelling impacts and responding to consultations

To oversee the accounting requirements of the council tax and business rates collection fund including liaison with the Revenues team as appropriate.

Lead within your area of responsibility, acting as a senior member of the finance team, working with the Director for Corporate Services and the Assistant Director for Resources to support the development and setting of the Council's annual General Fund budget.

Lead on treasury management activity ensuring compliance with professional codes of practice, including the development of policies, provision of expert advice and operational duties.

Oversee the provision of the Council's banking services, cash flow forecasting, borrowing and investment activity.

Values

To promote and ensure our values are embedded in all aspects of service delivery and partnership working:

- **We Care:** Valuing others and developing ourselves; committed and passionate about what we do.
- **We Innovate:** Ambitious, creative and resourceful; putting customers first and learning from feedback.
- **We Achieve:** Taking responsibility and seeking excellence; always proud to serve.

Health and Safety

To take reasonable care for the health, safety and well-being of yourself and others who may be affected by acts or omissions at work.

Equality

Melton Borough Council has a moral and legal duty to demonstrate fairness to our community, service users and staff. We aim to ensure our services are accessible to everyone and that our employment practices are barrier free and provide equal opportunities for prospective and current employees.

The responsibilities and duties listed above will vary from time to time without changing the character of the post or the level of responsibility entailed. You will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant projects, programmes, policies and procedures.



Person specification

Qualifications – Essential for the role

CCAB qualified accountant (e.g. CIPFA, ACA, ACCA, CIMA) or able to demonstrate equivalent significant experience in a senior finance role.

Evidence of continuing professional development and commitment to maintaining professional standards.

Knowledge and experience – Essential for the role

Substantial experience in a senior finance or business partnering role, providing professional financial advice to senior managers and/or elected Members.

Strong understanding of public sector financial management, governance and accountability, including medium-term financial planning and budget management.

Experience of preparing or supporting the production of statutory accounts and complying with relevant accounting standards and regulatory requirements.

Proven ability to translate complex financial information into clear, practical advice that supports informed decision-making.

Experience of working collaboratively with internal and external stakeholders, including auditors and regulators.

Knowledge and experience – Desirable for the role

Experience in one or more specialist local authority finance areas (e.g. HRA, capital accounting, treasury management, collection fund, VAT, or funding reform).

Experience of supporting organisational change, service transformation or savings programmes from a financial perspective.

Experience of mentoring or supporting the development of finance colleagues.

Experience of working within a local authority or wider public sector environment.

Skills and abilities – Essential for the role

Excellent analytical skills with the ability to interpret, challenge and present financial information in a clear and accessible way.

Strong influencing and communication skills, with the confidence to provide constructive professional challenge at senior level.

Ability to manage competing priorities, meet statutory deadlines and maintain accuracy under pressure.

Well-developed problem-solving skills, with a pragmatic and solution-focused approach.

High level of integrity, professional judgement and attention to detail.

Skills and abilities – Desirable for the role

Ability to identify opportunities for improvement and innovation in financial processes, systems or ways of working.

Confidence in using financial systems and reporting tools to improve insight and decision-making.

Leadership and behaviours

Demonstrates a collaborative and inclusive leadership style, building positive working relationships across services.

Ability to support, mentor and develop others, contributing to a resilient and high-performing finance function.

Willingness to challenge constructively, while maintaining trust and credibility.

Commitment to continuous improvement, learning and professional development.

Demonstrates behaviours that align with the Council's values of We Care, We Innovate and We Achieve.

Commitment to equality, diversity and inclusion, and to providing accessible and fair services and employment practices.

Flexible, adaptable and resilient, with a positive approach to change in a challenging financial environment.

Other requirements

Date Reviewed: March 26

Reviewing Manager: AD for Resources

Ability to work flexibly to meet service needs, including attending meetings outside normal office hours when required.