



Job description

Job title:	Finance Business Partner
Grade:	Career graded from Band 9 to 11
Directorate:	Corporate Services
Reports to:	Senior Finance Business Partner

Purpose of the job

To support the delivery of high quality financial management and business partnering services across the Council.

To work closely with service managers and budget holders, providing financial advice and support to help inform decision making while maintaining effective financial control.

To support Senior Finance Business Partners across a range of technical areas, including the Housing Revenue Account (HRA), treasury management, capital accounting, VAT, the collection fund, budget preparation, financial advice, and the completion of final accounts.

Main areas of responsibility

Act as a finance business partner for allocated services, supporting budget holders and senior managers with day-to-day financial management.

Provide professional financial advice and guidance to support managers and inform decision making, budget management and financial control.

Build effective working relationships with services to promote good financial management and understanding.

Support the preparation, monitoring and management of service budgets, including forecasting income and expenditure.

Produce and explain clear, timely financial information and reports to support budget monitoring and control.

Assist budget holders in understanding financial performance, risks and

variances.

Contribute to financial analysis to support service planning, savings proposals and service changes.

Help translate financial data into clear, practical information that supports informed decision-making.

Support the identification of financial risks and issues, recommending solutions where appropriate.

Support the development and delivery of the Medium-Term Financial Strategy and annual budget process.

Contribute to the maintenance of strong financial controls, governance and compliance with financial procedures and statutory requirements.

Assist with the preparation of information for audits, returns and other statutory or regulatory requirements, as required.

Assist with the year end and final accounts process inline with CIPFA's accounting Code preparing accurate working papers to agreed deadlines.

Work collaboratively with colleagues within the finance team and across the Council.

Take responsibility for own learning and development, building professional knowledge and business partnering capability.

Contribute to continuous improvement of financial processes, systems and ways of working.

Specialist/technical responsibilities

Support maintenance of the Collections Fund on the general ledger and in the accounts.

Provide day to day support for treasury management activities.

Assist with capital accounting and leasing responsibilities.

Support the effective use and development of the Councils financial reporting system.

Career-graded progression

The level of responsibility, autonomy and complexity of work will increase in line with experience, capability and professional development. Progression through the grade will be subject to demonstration of the required skills, knowledge and behaviours.

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

AAT qualified, part-qualified CCAB accountant, or working towards a recognised professional accounting qualification, or equivalent relevant finance experience.

Knowledge and experience – Essential for the role

Experience of working in a finance role involving budget monitoring, financial reporting or financial analysis.

Knowledge and experience – Desirable for the role

Experience of working in a business partnering or advisory finance role.

Experience in a local authority or public-sector environment.

Knowledge of public-sector financial management, budgeting or governance.

Confidence using financial systems and reporting tools.

Skills and abilities – Essential for the role

Ability to explain financial information clearly to non-finance colleagues.

Good analytical skills and attention to detail.

Ability to manage competing priorities and meet deadlines.

Strong communication and interpersonal skills, with a collaborative approach to working with others.

Behaviours

Demonstrates a positive, solution-focused approach.

Willingness to learn, develop and take on new challenges.

Date Reviewed: March 26 Reviewing Manager: AD for Resources

Acts with integrity and professionalism.

Willingness to challenge constructively, while maintaining trust and credibility.

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

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