



Job Description

Name of Post

Date

Position Title and Post Number	Business Partner
Department	Finance
Band	OneTeam – Band 8 £37,336 - £41,418
Reporting to	Finance Manager
Work location and arrangements	The span of work for this role covers both Rochford District Council and Brentwood Borough Council. Hot desking or Agile working

Brentwood Borough Council and Rochford District Council (together referred to as the “Councils”) have come together to form a strategic partnership (“the OneTeam Transformation”) the purpose of which is create a unified officer team which will share knowledge, experience, and projects for the overall benefit of both Councils, developing unified ways of working including common policy and processes.

This post will be required to work at both councils’ premises at Rochford District Council and Brentwood Borough Council. You may reasonably be required to work at any other of the Councils’ premises as required to meet the needs of the service.

The Councils are committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors, and volunteers to share its commitment to prevent abuse, harm, or exploitation.

MAIN PURPOSE

- Financial Support to CLT and service areas
- To formulate and develop service budgets.
- To monitor and manage service budgets.
- Financial Administration of third party organisations

MAIN RESPONSIBILITIES

1. To work closely with Services/Departments within the Council to set and manage budgets, including reconciliation and investigation of variances, carrying out journals and virements as required.
2. To ensure close monitoring of service budgets and early highlighting of issues, providing suggestions and assistance for resolving such matters.
3. To support the Finance Managers in preparation and presentation of the annual budget, providing budget challenge and escalation of issues as appropriate.
4. To contribute towards the compilation, monitoring and reporting of the Council's Medium Term Financial Strategy and Annual Budget.
5. To provide financial information, including explanation of variances for the regular reports provided to Councillors and Senior Management.
6. To assist with the setting of fees and charges within your areas of responsibility.
7. To complete key reconciliations and clearance of suspense account.
8. To undertake and monitor the Council's Partial Exemption Calculation
9. To monitor cashflow and make investments and collection fund payments as required.
10. To participate in projects by providing financial support, as required.
11. To maintain records on grant income and produce reconciliations as required.
12. To deliver continuous improvement in processes and practices within the Financial Services Department.
13. To contribute to the closure of the Council's accounts and preparation of the Statement of Accounts, including working papers and reconciliations.
14. To liaise with Internal and External Audit to resolve any queries in a helpful and timely manner.
15. Take responsibility for identifying creative solutions to challenges.
16. Ensure the Council meets all statutory and external reporting requirements, including statistical and statutory financial returns and financial performance indicators relevant to the area.
17. To complete and maintain procedure notes for your areas of responsibility.
18. To contribute towards the formulation and review of service plans.

19. To carry out the administration and produce regular financial monitoring and the financial statements for third party organisations, i.e. charitable trusts and LA Trading Companies.
20. To undertake any other duties which may reasonably be within the competence of the post holder.

The above duties and responsibilities give a broad outline of the functions of the post. However, by necessity, these duties must be approached in a flexible manner to accommodate the changing needs and demands of the service provide by OneTeam at Brentwood Borough Council and Rochford District Council. The post holder will be expected to adapt to changing circumstances and therefore the outline of duties may change from time to time.

Corporate responsibilities

All roles will be required to work at both councils' premises at Rochford District Council and Brentwood Borough Council. You may reasonably be required to work at any other of the Councils' premises as required to meet the needs of the service.

The post holder will be expected to follow the Councils' policies and procedures and act in a flexible, cooperative and professional manner at all times, assisting colleagues to maintain an efficient and efficient service delivered economically. The post holder will also be expected to operate within corporate standards of performance and security. In addition, the post holder will be expected to contribute to the general tidiness and housekeeping and ensure a safe working environment is maintained.

To observe all the requirements of Safeguarding and to report any potential Safeguarding concerns in accordance with the Council's Safeguarding Policy.

Ensuring that all data and sensitive information collected by the service meets the requirements set out in the Councils' policies and procedures meeting the legislative requirements of the current Data Protection legislation applicable

To comply with all appropriate legislation and Council policies including the Officers Code of Conduct, Health, and Safety at Work, etc. Act 1974 and the Council's Health and Safety Policy and procedures.

To support the Council's Equalities & Diversity and Inclusion Policies.

All staff may on occasions be required to support the Councils to deal with emergency situations affecting the community we serve. In the event of such an emergency or, of a rehearsal for such an event, the Postholder may be required to attend at times and at locations outside of the norm for the post and to adopt the duties directed by the Officer in Charge for the duration of the emergency situation.

Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act

2010, due consideration must be given to any employees with a “protected characteristic”.

Review

The duties and responsibilities of this post may vary from time to time according to the changing requirements of the Council. The job description may be reviewed at the discretion of the Director in the light of those changing requirements and in consultation with the postholder. In any event, the Head of Paid Service reserves the right to review and amend the job description.

PERSON SPECIFICATION

Position Title:	Business Partner	Date Prepared:	02/04/2024
Team	Finance	Band:	OneTeam – Band 8
AF= Application Form		I = Interview	T= Test

	REQUIREMENTS	Essential	Desirable	Assessed
1.	EXPERIENCE AND KNOWLEDGE	✓	✓	AF/I/T
1.1	Sound understanding of public sector (Local Government) finance and legislation.		✓	AF/I/T
1.2	Knowledge and understanding of budgeting and budgetary control.	✓		AF/I/T
1.3	Good knowledge of accounting codes of practice		✓	AF/I/T
1.4	Experience of dealing with auditors		✓	AF/I/T
1.5	Experience in utilisation of financial management systems.	✓		AF/I/T
1.6	Experience of working with complex administrative procedures and systems	✓		AF/I/T
2.	SKILLS AND ABILITIES			
2.1	High standard of numeracy and accuracy.	✓		AF/I/T
2.2	Previous experience in the preparation of budgets.	✓		AF/I/T
2.3	Proven experience in assisting with the production of Annual Statement of Accounts.		✓	AF/I/T
2.4	Ability to self-motivate, plan and prioritise to meet a variety of targets within tight deadlines.	✓		AF/I/T
2.5	Proficient in MS Office suite of products.	✓		AF/I/T
2.6	Fundamental Accountancy/Bookkeeping skills	✓		AF/I/T
2.7	Excellent interpersonal and communication skills, both written and verbal, to varying levels of complexity.	✓		AF/I/T
2.8	Strong analytical skills and a pro-active approach to problem solving.	✓		AF/I/T
2.9	Abilities to contribute positive suggestions and willing to take forward.	✓		AF/I/T
3.	EDUCATION AND TRAINING			

	REQUIREMENTS	Essential	Desirable	Assessed
3.1	Minimum grade A – C GCSE or equivalent.	✓		AF
3.2	Part or fully qualified AAT or CCAB Accountant, or working towards CCAB qualification		✓	AF
4.	OTHER			
4.1	A flexible working approach to attend both organisations in person, as and when required and to working hours to meet and accommodate critical core deadlines.	✓		I
4.2	Adhere to the Council's values and behaviours.	✓		I
4.3	Commitment to maximising potential and continuous improvement of self and of service.	✓		I
4.4	Flexible, pro-active, adaptable and outcome-focused.	✓		AF/I/T
4.5	Effective team working. Sharing ownership, team goals and workload, and ability to establish and maintain effective relationships with people of all levels.	✓		AF/I/T
4.6	High levels of enthusiasm and determination.	✓		AF/I/T