

SOUTH DERBYSHIRE DISTRICT COUNCIL

JOB DESCRIPTION

DIRECTORATE:	Resources & Transformation	
SERVICE UNIT:	Finance Services	
POST:	Finance Business Partner	
GRADE:	6 – SO + Essential User	POST NO:
RESPONSIBLE TO:	Senior Business Partner	No staff responsibility

JOB SUMMARY:

As a Finance Business Partner you will be a finance specialist, providing finance and accounting service with the highest possible standards of compliance, advice and support.

Providing business like and professional support and advice across the Council, to improve performance and support them in delivering the Council's ambitions.

The Finance Business Partner will need to provide an efficient and proactive service in relation to Financial Management, to include strategic Finance advice, guidance, coaching and support to Budget Managers and Staff.

The role will undertake a range of functions including financial support, technical accounting, projects (Revenue and Capital), budgeting and financial management duties across all areas.

MAIN DUTIES AND RESPONSIBILITIES:

1. To analyse and report on key financial data within the organisation ensuring that managers receive timely, accurate and relevant information.
2. Assist in the preparation of the annual revenue and capital budgets in liaison with the Senior Business Partner, budget managers and other departmental staff.
3. Monitor revenue and capital income and expenditure against targets and budgets and provide regular financial commentaries to the Senior Business Partner to highlight variances.
4. To be a key expert in one of the Councils main technical accounting areas, to include Collection Fund, Capital Accounting and Housing Revenue Account.
5. Undertake a number of reconciliations of control and suspense accounts on a monthly basis.
6. Assist in the preparation of the annual accounts.
7. Ensure accurate, compliant and timely finance/accounting.

8. Undertake an annual review of the Councils VAT Partial Exemption calculation, providing advice regarding VAT to budget managers on more complex areas.
9. Complete statutory claim forms and statistical returns to Government Departments and other bodies as required
10. Monitor the compliance of Departments within the Council's Financial Regulations.
11. Take responsibility for your own training and development as agreed with you and the Senior Business Partner/Finance Services Manager on your Personal Development Plan
12. Develop positive links across the authority including the provision of financial advice and support.
13. Keep abreast of changes in legislation and accounting principles affecting local authority accounting and practice.
14. Keep abreast of changes in information technology, which affect the accounting function.
15. Such other duties as may from time to time be reasonably directed by the Head of Finance and Performance or their representative commensurate with the experience of the post holder and the grading of the post.