West Yorkshire Fire & Rescue Service

Job Description.

**Post Title: Finance Business Partner.**

**Grade: 7.**

**Responsible To: Senior Finance Officer.**

**Purpose Of Post: To provide accurate, understandable, and timely financial information to enable budget holders at all levels to manage their budgets efficiently and effectively.**

# Organisational chart.

# Main duties and responsibilities of the role.

1. The provision of accurate, understandable, and timely financial information to enable budget holders at all levels to manage their budgets efficiently and ensure effective financial management of the annual revenue budget and capital plan.
2. Monitoring expenditure against budgets and working with budget holders to investigate any over or underspends, ensuring that expenditure is correctly coded, and that the information is in an easy to understand format.
3. Producing and distributing budget monitoring reports which are sent out on a timely basis every month. These reports will highlight key variances within the budget for discussion during regular meetings held with budget holders.
4. Assist managers to fulfil their departmental and district objectives and action plans by providing timely financial advice and support.
5. Preparing detailed analysis and providing ad hoc reports to budget holders in response to queries, to assist them in the management of their budgets.
6. Provide training and issue understandable guidance manuals relating to budget management and control.
7. Manage and maintain the capital and revenue coding structure, liaising with Kirklees Council and internal departments.
8. Ensure the profiling of budgets is reasonable and highlight key issues to the Chief Finance and Procurement Officer and the Senior Finance Manager.
9. Assist in the preparation of the annual budget including the coordination of revenue and capital bids submitted by departments.
10. Ensuring the appropriate authorisation is in place before inputting changes to budgets in SAP and communicating updates to budget holders and Directors.
11. Use an analytical approach to compare prior year outturns with current year budgets and forecasts in preparation for mid-year budget reviews. Engaging with budget holders to assess whether there is the potential for budget reductions or a budget growth requirement.
12. To advise on the revenue and capital impacts of new projects, building effective working relationships with staff at all levels to support their understanding of their roles and responsibilities with respect to budget management.
13. To support the Senior Finance Manager during the closure of accounts process. Taking responsibility for ensuring income and expenditure is complete by calculating and agreeing accruals with budget holders, in accordance with the accounting code of practice.
14. Assisting with the production of the capital and revenue outturn reports and coordinating the capital slippage returns.
15. Assisting with the production of notes for the Statement of Accounts.
16. Responsible for the completion and submission of Statutory Returns.
17. To work in conjunction with the Senior Finance Manager and act under instruction to arrange investments and borrowing with brokers and then inputting to the banking system.
18. To assist the Senior Finance Manager in the preparation of the Authority’s cashflow following discussions with budget holders regarding capital and revenue forecast expenditure profiles.
19. Support the Senior Finance Management Team with the development and implementation of the Finance strategy, ensuring alignment to key business objectives and the priorities of the Service.
20. To work closely with both the Head of Finance and Senior Finance Manager to ensure delivery of a value adding financial management service and contribute towards the development of the function.
21. Assisting with department projects to embed a culture of continuous improvement and participating in organisational change initiatives. This includes the continuous review of Finance systems and processes ensuring they are customer focused, streamlined, efficient and fit for purpose.
22. Support the Head of Finance and Senior Finance Manager with departmental planning, self-assessment processes and the measurement of any Key Performance Indicators.

# Organisational wide responsibilities.

1. Adherence to the[**NFCC Core Code of Ethics**](https://nfcc.org.uk/our-services/people-programme/core-code-of-ethics/%20Services%20England.pdf)and[**West Yorkshire Fire Service Values**](https://www.westyorksfire.gov.uk/sites/default/files/2023-03/WYFRS%20Core%20Values%20June22.pdf).

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1. To implement and promote the Authority’s:
* Health and Safety policies.
* Equality and Diversity policies.
* Information Security Management System policies.
* Safeguarding policies.
* Business continuity policy and contingency arrangements.
* Policies related to General Data Protection Regulation and Data Protection Act 2018.
* Commitment to maintaining our Customer Service expectations.
1. A satisfactory Standard Disclosure and Barring check is required for the role.
2. This post has been designated a hybrid working post which means the postholder’s working time will be split between the workplace and home. The actual pattern and number of days at each will be agreed locally with the line manager and will be determined based on the service needs.

# Skills and experience requirements for this role

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as ‘Application’ in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as ‘Application,’ will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

**Please list or number the** competency criteria below against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through ‘Selection Process’ only. **You will only be assessed on these criteria during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

|  | **Experience.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Extensive knowledge of financial procedures and systems relevant to a public sector organisation.  | Essential. | Application Form & Selection Process.  |
|  | Extensive experience of managing a budget monitoring process. | Essential. | Application Form & Selection Process.  |
|  | Extensive experience in the preparation of financial reports for budget holders including senior management and directors.  | Essential. | Application Form & Selection Process.  |
|  | Ability to understand and explain complex financial information. | Essential. | Application Form & Selection Process.  |
|  | Experience of development and improvement of financial monitoring systems. | Essential. | Application Form & Selection Process.  |

|  | **Education and Training.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Qualified member of the Association of Accounting Technicians or part-qualified accountant. | Essential. | Application Form.  |
|  | Evidence of continuing professional and personal development (including current membership of a Professional Accounting Body). | Essential. | Application Form.  |
|  | Willingness to undertake further training and development. | Desirable. | Application Form.  |

|  | **Special knowledge and skills.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Advanced use of Microsoft packages such as Word and Excel with the commitment to good quality data.  | Essential. | Application Form & Selection Process.  |
|  | Ability to organise your own workload. To have responsibility for a wide area of the finance workload and to deliver varied tasks within tight deadlines. These will include statutory deadlines. | Essential. | Application Form & Selection Process.  |
|  | Ability to work under your own initiative and to take responsibility for day-to-day decision making in accordance with organisational policies and procedures and financial regulations. | Essential. | Application Form & Selection Process.  |
|  | Knowledge of local government budgeting and accounting systems on both revenue and capital expenditure.  | Essential. | Application Form & Selection Process.  |
|  | Knowledge of accounting codes of practice, accounting conventions and accounting standards.  | Essential. | Application Form & Selection Process.  |
|  | Appreciation of the current issues that are affecting the fire service and local government in general and a good understanding of how these issues affect the provision of financial management within the fire service.  | Desirable. | Selection Process only. |
|  | Excellent communication skills both written and oral. | Essential. | Application Form & Selection Process.  |
|  | Ability to analyse and make judgement on complex financial information and to develop long term solutions based on the financial analysis. | Essential. | Application Form & Selection Process.  |
|  | Ability to translate complex financial information and explain the results to non-financially trained managers. | Essential. | Application Form & Selection Process.  |
|  | Excellent IT skills to enable the preparation of complex financial reports.  | Essential. | Application Form & Selection Process.  |
|  | Well-developed analytical and problem-solving skills. | Essential. | Application Form & Selection Process.  |
|  | Extensive experience in developing the financial expertise of others. | Essential. | Application Form & Selection Process.  |
|  | Demonstrate commitment to good data quality within all areas of work. | Essential. | Selection Process only. |
|  | Demonstrate commitment to and understanding of Equality & Diversity, NFCC Core Code of Ethics and WYFRS values. | Essential. | Selection Process only. |

Job Description last updated: **October 2024.**