



JOB DESCRIPTION

POST: Business Partner - Commercial

DEPARTMENT: Finance and Commissioning & Procurement

REPORTING TO: Assistant Manager – Financial Accountant

RESPONSIBLE FOR: No direct reports

GRADE: 6

MAIN JOB PURPOSE:

This role will be responsible for leading on financial aspects of the councils' commercial activities, supporting the councils' companies including attending board meetings to present financial information. This role will provide financial advice, produce cashflow projections, monitoring, budget setting, company accounts preparation including group accounts for the councils. Feed into the councils' capital and investment strategy including advising on the relevant impacts of the commercial activity on the councils' strategies. This role will work closely with the Corporate Manager – Councils' Companies to ensure that the commercial activities are in accordance with the Councils financial strategies.

DUTIES AND RESPONSIBILITIES:

- Lead on the councils' commercial assets and investment activities from a financial perspective.
- To deliver key financial elements of the strategic and other plans including business cases, and reports for any commercial asset or investment activity.
- Providing financial advice and challenge in this area being mindful of the financial risks and regulations.
- Play a key role in feeding into the councils' annual Capital, Investment and Treasury Management Strategies.
- Maintain budgetary and cashflow control for all commercial activities.
- Set performance targets for the function and monitor/report against those targets.
- To comply with the relevant financial codes, standards, and guidance. schemes of delegation and keep abreast of emerging legislative changes which may impact on the councils' commercial asset and investment activity.

- To ensure all statutes are complied with relating to financial functions including those relating to taxation and company returns.
- To work effectively and collaboratively to support the councils' financial activities and commercial structures in budget setting, monitoring, risk management, treasury.
- Working closely with the Board of the commercial companies, the AD for Assets and Investments, Corporate Manager – Councils' Companies, PH for Assets and Investments, and the Capital and Treasury Finance team.
- To ensure an effective relationship with the external auditors, and financial company support.

Additional information

- a) Does this job require a DBS check? No
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity.
- c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office.

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS The postholder must be able to demonstrate:	MEASURED BY: A Application form I Interview T/P Test/Presentation
EDUCATION/TRAINING <i>(Academic, vocational/professional and other training)</i>	
<ul style="list-style-type: none"> Be qualified to CCAB level or equivalent experience 	A/I
KNOWLEDGE & EXPERIENCE <i>(e.g. report writing, office experience, Microsoft office)</i>	
<ul style="list-style-type: none"> Good understanding and experience of the finance and accounting environment with some experience of corporate financial management 	I/TP
<ul style="list-style-type: none"> Experience and knowledge of creating P&L, Balance Sheet and Cash Flow Statements/models 	I/TP
<ul style="list-style-type: none"> Experience of creating and evaluating complex financial business cases, including appraisal of complex delivery vehicle options 	I/TP
<ul style="list-style-type: none"> Experience of project investment appraisal tools including NPV, IRR, payback and ROI and financial modelling 	I/TP
<ul style="list-style-type: none"> Experience and knowledge of treasury activities 	I/TP
<ul style="list-style-type: none"> Working experience of accounting software 	I/TP
SKILLS/ATTRIBUTES <i>(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)</i>	
<ul style="list-style-type: none"> Strong IT skills including, Excel, Word, PowerPoint skills 	I/TP
<ul style="list-style-type: none"> Excellent presentation skills 	I/TP
<ul style="list-style-type: none"> Strong analytical skills, attention to detail and commercial awareness 	I/TP
<ul style="list-style-type: none"> Proven ability to present a compelling argument through written, numerical and oral presentations 	I/TP
<ul style="list-style-type: none"> Ability and flexibility to plan, organise and prioritise workloads to achieve deadlines 	I/TP
<ul style="list-style-type: none"> Ability to challenge constructively at all levels 	I/TP
<ul style="list-style-type: none"> Interpersonal, partnership working and negotiation skills 	I/TP
<ul style="list-style-type: none"> Ability to work effectively as part of a team but also able to use own initiative to undertake a proactive approach to work 	I/TP

BEHAVIOURS	
Behaviours will be tested at interview against the Council's values (further detail below)	
Empowering, valuing and developing our people	I/TP
Valuing our customers	I/TP
Being open and honest	I/TP
Taking ownership	I/TP
Being ambitious	I/TP
EQUALITY AND DIVERSITY	
Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).	A/I



Our Values

...we believe in



OUR PEOPLE



OUR CUSTOMERS



BEING OPEN and HONEST



TAKING OWNERSHIP



BEING AMBITIOUS

We empower, value and develop our people to work together as one dynamic and efficient team.

We care about delivering high quality, customer-focused outcomes with our communities and partners.

We are open, transparent and truthful.

We take pride in our work and take responsibility for our actions.

We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.

