**Job Description**

**Post Title:** Finance Business Partner

**Directorate:** Finance and Business Hub

**Reports to: Senior Finance Business Partner - TFWM**

**Direct Reports:** Dependent on role

**Salary Band:** SP46 – SP50

**Key Relationships:** Finance Senior Leadership Team, Executive Directors, Operational Directors, Heads of Service, wider Finance team, other Enabling Service teams such as Legal, HR, Procurement and Business Improvement

**Role Purpose**

This role will act as the most senior finance contact within a Directorate ensuring the provision of effective services, in line with WMCA policies and procedures. The Finance Business Partner will ensure continuous improvement and benchmark performance against local and national expectations. As a trusted advisor, the role will utilise strategic thinking, adaptability and flexibility of approach to lead and support within the technical/specialist area to maximise commercial, partnership and enabling opportunities to lead and establish a culture of excellence.

**Responsibilities**

* Lead the finance business partner service to a designated Directorate, acting as a trusted advisor and critical friend and providing professional and objective advice and financial analysis.
* Act as lead financial advisor to the designated Directorate on complex business appraisals, business change, commissioning and solutions development drawing on expertise of other finance areas as required.
* Work with the Directorate Management Team in the designated Directorate to embed financial planning and management into strategic decision making and the delivery of business outcomes, offering analysis and interpretation, presenting options to solve problems and exploit opportunities (including commercial/enabling ones), and developing financial understanding.
* Provide the link between Financial Planning team and Directorate teams to ensure that Medium Term Financial Plan for their designated directorate is realistic and financial risks and opportunities are identified
* Provide value-added services, linking operational data and statistics to financial data to provide meaningful analysis for decision making (e.g. unit costs, cost drivers, benchmarking, KPIs etc.)
* Ensure that any WMCA polices and procedures are adhered to, especially in relation to financial regulations.
* Review the financial impact of legislative changes and incorporate these into WMCA’s working practices and procedures, considering organisational and stakeholder impact and any engagement or consultation required
* Lead in the development of appropriate policies and procedures
* As and when necessary, to act as the designated person in charge, as the lead specialist/technical expert including leading Finance workstreams on projects
* Represent the Finance Director and Head of Finance Business Partnering and Strategic Planning in specialist/technical matters as subject matter expert , as required or requested including representation at meetings with external stakeholders
* Become the technical specialist/expert on Corporate projects, as and when required, directing, organising and motivating colleagues as necessary
* Provide reports when required and be adept at working within a political environment
* Contribute technical expertise on local government finance to national and regional initiatives, acting as an ambassador for the WMCA
* Support effective corporate financial management through integrated business and resource planning in line with corporate strategies, integrated risk and performance management and the development of financial literacy in the designated Directorate
* Co-ordinate key tasks, including policy setting, financial strategy, savings proposals and budget setting and monitoring to ensure compliance with corporate deadlines
* Develop and maintain effective working relationships with stakeholders in order to drive service delivery and fulfil purpose
* Build high performing, flexible teams which are focussed on the needs of stakeholders and customers
* Be instrumental in identifying areas for development with managers and mentor, support and check work undertaken by colleagues, within area of expertise
* Maintain continuing professional development and lead on sharing research and new developments relating to the specialism; importing and successfully executing transformational ideas from other sectors and industries to enable WMCA to excel on a national and international level
* Engage, lead and support continuous improvement with Finance and Business Hub and across the wider Combined Authority as required.
* Maximise organisational agility through use of enabling methods, ICT & Digital methods, fostering an agile workforce and maximising best use of corporate assets
* Ensure effective communication on all corporate finance matters with the designated Directorate, representing the requirements of the S73 officer and supporting the Directorate in meeting them
* Support cross boundary working and the development of alternative service delivery models to provide the most efficient and effective service provision
* Be flexible in approach which may include dealing with emergencies out of hours, as they arise
* Managing and supporting the development of direct reports (if applicable) and wider Finance team by following all WMCA processes and procedures, carrying out regular 121’s, giving and collating feedback, being supportive, being encouraging, being a motivator and an excellent role model, always seeking to get the best out of yourself and others.
* Demonstrably show due regard to the organisation’s Equal Opportunities and Health & Safety policies and ensure that these are adhered to by staff
* Observe, live and lead by the WMCA’s Values and Behaviours in order to achieve the WMCA’s Purpose and Vision

**Person Specification**

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| --- | --- |
| *Please specify (X) whether the experience required is Essential (E) or Desirable (D)* | **Assessment Method** |
| **Experience** | E | D | App\* | Int\*\* | Other\*\*\*  |
| Extensive experience of providing a high-quality finance service within a tightly constrained financial environment | X |  | X | X |  |
| Successful track record of developing and maintaining effective relationships to work in partnership with senior stakeholders | X |  | X | X |  |
| Evidence of supporting sustained organisational change to deliver effective outcomes for service users | X |  | X | X |  |
| Experience of, or ability to acquire, a deep understanding of the business and services offered by the designated Directorate | X |  | X | X |  |
| **Skills/Knowledge/Abilities** | E | D | App | Int | Other |
| Understanding of local government finance and financial systems, including the Code of Practice on Local Authority Accounting in the UK, and understanding of relevant legislative frameworks  |  | X |  | X |  |
| Knowledge of finance systems and the development of financial reporting | X |  | X | X |  |
| A good understanding of business processes and governance gained through extensive experience of financial planning, controlling and reporting | X |  | X | X |  |
| Broad understanding of service delivery models, concepts and principles, as well as IT and business solutions, gained through business exposure in a diverse range of organisations or services.  | X |  |  |  |  |
| Understanding of political processes and experience of managing politically sensitive matters.  |  | X | X | X |  |
| **Qualifications/ Professional Memberships** | E | D | App | Int | Other |
| CCAB qualified accountant (or QBE) | X |  | X | X |  |

\* Application

\*\* Interview

\*\*\* Details will be shared at interview stage

**Core Expectations**

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

|  |  |  |
| --- | --- | --- |
| **Value** | **Competency** | **Behaviour** |
| Collaborative | Team Focused | Works as part of team, managing and leading. |
| Service Driven | Customer, resident and partner focussed. |
| Driven | Empowered & Accountable | Takes ownership and leads when needed. |
| Performance Focused | Ambitious and going the extra mile. |
| Inclusive | ‘One Organisation’ Mindset | Believe in each other’s expertise. |
| Open & Honest | We do what we say we are going to do. |
| Innovative | Forward Thinking | Embrace change and open to new possibilities. |
| Problem Solving | Go for clear and simple whenever possible. |

**Health and Safety**

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer as far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

**Equality and Diversity**

To promote and champion equality and diversity in all aspects of the role

**Learning and Development**

To participate in and take responsibility of any learning and development required to carry out this role effectively.

**Performance Management**

To actively engage in the performance management process and take responsibility for managing performance outcomes.

**GDPR (General Data Protection Regulation)**

To ensure the reasonable and proportionate protection, processing, sharing and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

**Other**

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis