

|  |
| --- |
| **Job Description** |
| **Job Title:** | Head of Finance Business Partnering and Strategic Planning |
| **Directorate/Team:** | Finance & Business Hub  |
| **Location:**  | 16 Summer Lane, Birmingham |
| **Responsible to:** | Executive Director of Finance and Business Hub |
| **Responsible for:** | Finance Business Partner and Financial Planning team |
| **Key working relationships:**(internal) | Finance SLT, FABH SLT, Executive Directors, Heads of Service, TDOS Finance and Performance Lead Member |
| **Key working relationships:**(external) | Local Authority Finance Directors |
|  |
| **Purpose of the Post** |
| * Shape, lead and guide the WMCA Finance Business Partner and Financial Planning team towards delivering strategic and commercial support, advice and challenge in the development and delivery of WMCA objectives.
* Ensure the WMCA Finance Business Partner team are suitably equipped to operate in a senior capacity within the service area, optimizing the financial implications of decisions and ensuring current risks, issues, and opportunities are fully reflected in financial plans and reported in real time.
* Lead Finance Business Partnering Service to the organisation in direct support of the Finance Director and act as the key lead for relevant Committee, Boards and Panels, including Overview & Scrutiny Committee and Transport Delivery Overview & Scrutiny Committee.
* Ensure robust strategic and sustainable financial planning and lead the Financial Planning team service to deliver this.
* Assist and deputise for the Finance Director in discharging all statutory duties, including ensuring stewardship of public money and compliance with all necessary regulations, thereby maintaining the overall financial management and financial integrity of the Authority.
 |
|  |
| **Accountabilities**  |
| * Deputise for the Finance Director in all aspects of the role including overall financial management and financial integrity of the Authority by ensuring stewardship of public money and compliance to all necessary regulations.
* Lead the Finance Business Partners and Financial Planning towards becoming a high performing team by driving a culture of excellent service, collaboration and respect throughout the team.
* Embed consistently high standards of commercial and strategic support for all service areas, elevating the reputation of the Finance Business Partner team so that the business recognises the function as critical towards the successful delivery of business objectives.
* Ensure Finance Business Partner support is fully integrated into service areas whilst the team maintain a close co-operative relationship with the wider finance team who provide tactical and operational financial support.
* Ensure effective key stakeholder relationships are built and maintained across the team.
* Ensure effective support to relevant leadership teams to support decision making and strong governance.
* Through provision of excellent service, help the business to improve and to manage financial outcomes more effectively; work to identify and raise opportunities and risks early and use data to support, challenge and assure decisions being taken by stakeholders driving the best possible results.
* Continually hold and report as necessary, the latest WMCA financial position against the in-year budget and medium-term financial plan relating to all capital investment, revenue investment, project funding and communicate the risks/opportunities inherent within those plans.
* Ensure Finance Business Partners contribute towards (and demonstrate a thorough understanding of) the strategy for the business, owning the financial consequences for each service area and articulating these in the relevant financial planning cycles.
* Provide a full financial planning / budgeting service to the combined authority which adequately meets all short-, medium- and long-term financial planning requirements.
* Lead Finance Business Partnering Service to the organisation in direct support of the Finance Director and act as the key lead for relevant Committees, Boards and Panels including Overview & Scrutiny Committee and Transport Delivery Overview & Scrutiny Committee.
* Ensure robust, timely and accurate reporting of all financial performance to the relevant committees and Boards including WMCA Board and Executive Board.
* Ensure that the service areas can demonstrate a robust approach towards continuous improvement and plans are in place to deliver changes with appropriate measurement against agreed milestones.
 |
|  |
| **Responsibilities** |
| **Strategic** |
| * Develop a comprehensive understanding of WMCA’s vision and long and medium-term strategies within the Finance Business Partner and Financial Planning service.
* Set the forward strategy for all financial planning activity to be undertaken by the Finance team collaborating with other areas of Finance, Business Planning and Performance and Corporate Strategy teams to provide a holistic process to WMCA.
* Build and maintain effective key stakeholder relationships and actively seeking feedback from stakeholders and proactively responding to it, to ensure WMCA’s financial business partnering, and financial planning service meets the needs of the changing business.
* Work with key stakeholders to drive a culture of continuous improvement throughout the Finance Business Partner and Financial Planning service to ensure the best use of available resources.
 |
| **People**  |
| * Deputise for the Finance Director as detailed above.
* Develop a strong relationship with the Management Accounting Pool and Major Funding (Finance) team to ensure the most effective division of responsibilities to enable the most efficient use of available resources.
* Manage and support the development of direct reports and wider team by following all WMCA processes and procedures, carrying out regular 121s, 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.
 |
| **Operational** |
| * Appropriately represent the Finance Department on the necessary Boards.
* Lead and manage the delivery of an excellent, high performing and highly regarded Finance Business Partner service, ensuring compliance with WMCA’s financial governance arrangements, statutory reporting requirements and relevant accounting codes of practice.
 |
| **Financial** |
| * Ensure that financial reports are produced, reviewed and provided to relevant Boards and Committees on a timely basis.
* Ensure a high level of financial performance is maintained and gaps in financial knowledge within the business are identified and interventions are put in place to support the enhancement of financial skills.
* Provide specialist financial advice to the business including delivering robust accurate forecasts, ensuring value for money on contractual arrangements and identifying costs and benefits in business cases.
 |
| **Other**  |
| * Foster a culture of knowledge sharing on emerging initiatives and issues, working together with resources provided both from the Management Accounting Pool and specialists within the wider Finance Team.
 |

|  |
| --- |
| **Person Specification** |

|  |  |  |
| --- | --- | --- |
| Candidates/post holders will be expected to demonstrate the following:  | **Essential / Desirable** | **How Evidenced?** |
| **Experience** | **E** | **D** | **A\*** | **I\*** | **T\*** |
| Proven track record of providing professional finance services to senior stakeholders and influencing business decisions within a complex environment | X |  | X | X |  |
| Experience of adhering to complex governance arrangements | X |  |  | X |  |
| Experience of building, maintaining and leveraging collaboration networks and partnerships | X |  |  | X |  |
| Extensive experience of effectively communicating financial information to non-finance colleagues | X |  |  | X |  |
| Experience of presenting to and chairing/ coordinating senior level meetings | X |  |  |  |  |
| Experience of financial planning processes including medium term financial planning | X |  |  | X |  |
| Experience in a commercial or non-public sector environment |  | X | X |  |  |
| Experience of managing stakeholders in a complex public sector environment |  | X | X | X |  |
| **Skills / Knowledge** | **E** | **D** | **A\*** | **I\*** | **T\*** |
| Strong leadership and interpersonal skills | X |  |  | X |  |
| Excellent communication, networking and negotiating skills | X |  |  | X |  |
| **Qualification / Education / Training** | **E** | **D** | **A\*** | **I\*** | **T\*** |
| Educated to degree level standard or equivalent |  | X | X |  |  |
| A CCAB accountancy qualification | X |  | X |  |  |

**\*Key: A** = Application, **I** =Interview, **T** = Testing/Assessment

|  |
| --- |
| **Core Expectations** |
| **Health, Safety & Wellbeing** | All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing. |
| **Equality & Diversity** | Promote and champion equality and diversity in all aspects of the role. |
| **Learning & Development** | Participate in and take responsibility of any learning and development required to carry out this role effectively.  |
| **Performance Management** | Actively engage in the performance management process and take responsibility for managing performance outcomes. |
| **GDPR** | 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. |
| **Adherence to Policies**  | Be aware of and comply with all organisation policies. |
| **Other** | There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis. |

|  |
| --- |
| **Values** |
| 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 Focussed  | 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. |

|  |
| --- |
| **Additional Post Requirements** |
| **Essential** **Car User** | **Politically Restricted Post** | **Disclosure and Barring Service (DBS)** | **Vetting** |
| Yes [ ]  | No [x]  | Yes [x]  | No [ ]  | Basic [ ]  | Standard [ ]  | Enhanced [ ]  | None [x]  | Yes [ ]  | No [x]  |

|  |
| --- |
| **Job Evaluation Details** |
| **Date Evaluation Agreed** | **JEP Reference** | **Grade** | **Job Family** |
| **16/12/24** | **JEP473** | **SM9** |  |