

Post Title: Finance Business Partner **Job Code** AA3698

Evaluation: 633 Points **Grade:** N10

Responsible to: Assistant Director Financial Services

Responsible for: N/A

Job Purpose: To provide financial advice and guidance to managers to improve business performance and the delivery of the Cabinet's vision, priorities and values.

Main Duties: The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To identify, develop and support opportunities and initiatives to transform the delivery of financial services across the Council.
- 2 To identify and support the implementation of business process improvements.
- 3 To provide financial advice and guidance for managers in allocated service areas.
- 4 To acquire and maintain comprehensive service specific knowledge and support policy development as appropriate.
- 5 To develop capital and revenue business cases and options appraisals in support of business objectives.
- 6 To identify, investigate and support the reduction of cost pressures.
- 7 To identify additional income generation opportunities and/or savings.
- 8 To undertake process and service benchmarking.
- 9 To provide financial support to specific revenue and capital projects.
- 10 To develop and maintain effective working relationships to support co-operative ways of working, effective decision making and management of financial resources.
- 11 To provide coaching and mentoring as appropriate.
- 12 To collaborate with external partners and agencies as required.
- 13 To represent the Council on relevant external bodies as required.

- 14 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.