

# Senior Finance Business Partner

Candidate Job Pack



# Location

From the iconic ruins of Hastings Castle overlooking the English Channel to the lively cobbled streets of the Old Town lined with quirky boutiques and cosy cafes, there are a number of reasons to consider Hastings as your new place to work.

Our Muriel Matters House Office is located on the seafront within easy walking distance from Hastings Station which offers direct connections to London and Brighton.





## Why work with us?

We're committed to the renaissance of Hastings through social, economic, cultural and environmental regeneration.

We believe that a culture of equality, diversity and inclusion not only benefits our organisation but supports wellbeing and enables our people to work better because they can be themselves and feel that they belong.

We're dedicated to promoting a healthy work/life balance valuing our employees and enabling them to make a difference to the local community.



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# Benefits

- 27 days annual leave (pro rata for part time staff), rising to 32 days after 5 years, 35 days after 10 years and 37 days after 15 years.
- Fully supported hybrid working arrangements for eligible roles.
- Flexible working scheme to support you in achieving a good work/life balance.
- Enhanced Paternity & Maternity leave.
- A generous local government pension provided by the Local Government Pension Scheme (LGPS).
- Lifestyle discounts provided by Pluxee with discounts from the big six supermarkets, travel companies and some of the most popular fashion and retail stores & more.
- E-Learning and development hub where you can access a wealth of resources.
- Shared cost AVCs provided My Money Matters - <https://www.my-money-matters.co.uk/> .
- Free eye tests provided by Specsavers, including a discount off selected glasses when glasses are required solely for VDU use.
- Cycle to Work scheme.
- Discounted staff parking scheme.
- An extensive Employee Assistance Programme (EAP) provided by CareFirst to support your health and wellbeing.
- Members of staff trained as Mental Health first aiders available to listen, reassure and respond to concerns from staff experiencing mental health issues.



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# Job Description

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## Job Title

Senior Finance Business Partner

## Directorate

Finance Services

## Grade

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## Reports to

Chief Finance Officer

## Location

Muriel Matters House, Hastings and hybrid working

## Purpose of the Job

To provide a financial and management accountancy service to the Council. This includes the preparation of budgets, final accounts, statutory reports and returns, grant claims, financial planning and budgetary control.

To manage the finance business partnering team, ensuring the provision of an efficient service in accordance with approved Council strategies, plan, policies and procedures.

As a member of the Finance Senior Management Team, to contribute towards the development and implementation of the Council's plans and strategies. This post will need to work closely with the Chief Accountant on a number of areas, including completion of the annual statement of account and budget setting. To support the Chief Finance Officer and deputise as necessary.

## Main Responsibilities

- To manage the preparation of the annual estimates for the Council, with a particular focus on revenue services and the capital programme.
- Provide financial advice and guidance to budget managers to manage their budgets – ensuring responsibility for budgets is delegated effectively and managers have appropriate budget monitoring techniques and tools to control their budgets effectively.
- Provide timely, accurate and effective financial advice and support, to Councillors, Senior Leadership Team and Service providers to enable monitoring of finances and decisions to be made.

- To lead the finance business partnering team in producing timely monthly management accounts for reporting to senior managers and Councillors. Reporting as appropriate on the Council's financial position to Council meetings identifying key variations and issues, making recommendations for action. Monitoring reports to provide a clear presentation of the current situation, causes and trends, and projected outturns in order for budgets and finances to be managed appropriately.
- To provide and present financial information for Committee reports, working groups, Performance Review Panels and Efficiency Reviews and to assess the financial implications of any reports to Cabinet and working groups.
- To ensure effective Treasury management, Insurance, cash management, car loan, and payment arrangements are in place and that effective Internal controls are maintained.
- To participate in working groups and undertake efficiency reviews on behalf of the Chief Finance Officer, as required.
- To manage the team response to Freedom of Information Act requests ensuring accuracy within the 20 days' time limit.
- Reporting to the Chief Finance Officer the post will, when required, deputise for the Chief Finance Officer as Deputy Section 151 Officer under the Local Government Act 1972.
- Participate in an annual performance appraisal based on agreed objectives that are linked to the Council's corporate objectives and priorities.
- Ensure that all duties and services provided are in accordance with the Council's Equalities and Diversity policies and procedures.
- To comply with individual responsibilities, in accordance with work role for health and safety in the workplace.
- Undertake such other duties and tasks appropriate to the grade and character of work such as changes in information systems and new technology as may reasonably be required. Therefore, the above list of key result areas in this job description should not be regarded as exclusive or exhaustive.

The key result areas to this post are set out in this job description. It should be noted that the Council reserves the right to update the job description from time to time to reflect changes in or to the post after consultation about any proposed changes. Significant permanent changes in duties and responsibilities will require revisions to be made to this job description.

# Person Specification

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## Job Title

Senior Finance Business Partner

## Directorate

Finance Department

## Essential Requirements

### Qualification

1. Qualified ACA/CIMA/ACCA/CIPFA with demonstrable post qualification experience and development

### Qualified ACA/CIMA/ACCA/CIPFA with demonstrable post qualification experience and development Experience

2. Minimum of 5 years' experience of a finance and accounting environment
3. Final Account preparation
4. Leading budget monitoring
5. Leading budget preparation
6. Management of staff

## Knowledge

7. Knowledge of public authority accounting requirements and procedures

## Personal Aptitude and Skills

8. Numerate
9. Good IT skills and ability to use Microsoft Office Software such as EXCEL, WORD, and OUTLOOK; also understanding of proprietary accounting software
10. Ability to present complex information
11. Good communications skills and ability to provide financial advice and guidance to budget managers in a clear and concise manner

## Behavioural Approach

12. Ability to meet deadlines
13. Team-worker
14. Methodical and accurate

15. Logical
16. Honest and reliable
17. Calm under pressure
18. Dynamic thinker with ability to lead by example and influence others in a positive way

Further behavioural information can be found in our Management Competency Framework which is included in this pack. Interviews will include competence based questions and our managers are appraised against the framework as part of our performance management process.

## Circumstances

- 19 Satisfactory attendance record (normally less than 5 days absence in a year) but taking into account individual circumstances

The above qualities will be assessed in the first instance on the

application form and again at the interview stage if selected.

## **Desirable Requirements**

### **Experience**

- 20. Five years relevant experience of a UK local authority
- 21. Preparation of all aspects of a council budgets
- 22. Preparation of Final Accounts for an organisation
- 23. Providing financial advice and guidance to budget managers
- 24. Experience of managing staff in a professional and technical environment.
- 25. Some experience of working in a political environment

### **Knowledge**

- 26. Knowledge of local authority accounting requirements and procedures
- 27. Knowledge of proprietary software
- 28. Knowledge of VAT from a Local Authority perspective
- 29. Understanding of Data Protection and Freedom of Information





# Values and Behaviours Framework

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## What is a values and behaviours framework?

The aim of a values & behaviours framework is to provide a set of core behaviours describing how we should approach work. It details the behaviours, attitudes and approach all employees should display in work, and in turn effects:

- How we do things
- How we treat others
- What we say and how we say it
- How we expect to be treated

The expected behaviour and values employees of Hastings Borough Council are asked to display are shown in the diagram.



Further information on our Values & Behaviours framework can be requested from the HR Team.

# Terms and Conditions

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Full terms and conditions are available for candidates with provisional offers.

## Duration

Permanent Contract.

## Conditions of Service

The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services.

This post is graded: Grade 2.

## Salary

The spinal column points for this post are as follows:

**SCP36 £45,718**

**SCP38 £47,754**

**SCP40 £49,764**

**SCP42 £51,802**

## Hours

The hours for this post are 37 hours per week. These will be worked within operational requirements. Starting and finishing times will be agreed with your manager. The Council operates a flexitime scheme. Details will be supplied to the successful candidate upon appointment.

## Place of Work

Your place of work will be Muriel Matter House, Breeds Place, Hastings, East Sussex, TN34 3UY. The successful candidate will be required to attend the council office in Hastings or any such other places within the boundaries of Hastings Borough as required. Hybrid working can be discussed at your interview.

## Probationary Period

This role has a probationary period of 52 weeks where your suitability for the post will be assessed. During this time your progress will be reviewed and discussed with you at regular intervals.



## Annual Leave

The annual leave year runs on a rolling 12-month basis from your continuous service date. The current minimum entitlement is 27 days. Subject to the demands of the post you will normally receive paid leave on each Bank & Public holiday.

As Hastings Borough Council closes for the Christmas and New Year period you will need to retain a maximum of 4 days of your leave entitlement for this closure.

## Pension

We provide membership of the Local Government Pension Scheme (LGPS).

Every employee will be 'contractually enrolled' into the Local Government Pension Scheme. If you decide not to be a member of the LGPS then you have the right to opt out of the membership under the LGPS rules.

Scheme members contribute the percentage of salary as set out in the table below. We will also make an employer's contribution to the scheme.

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The contribution bands with effect from 01 April 2024 are:

Band	Actual pensionable pay for an employment	Main LGPS section contribution rate	50/50 LGPS section contribution rate
1	Up to £17,600	5.50%	2.75%
2	£17,601 to £27,600	5.80%	2.90%
3	£27,601 to £44,900	6.50%	3.25%
4	£44,901 to £56,800	6.80%	3.40%
5	£56,801 to £79,700	8.50%	4.25%
6	£79,701 to £112,900	9.90%	4.95%
7	£112,901 to £133,100	10.50%	5.25%
8	£133,101 to £199,700	11.40%	5.70%
9	£199,701 or more	12.50%	6.25%

Based on the salary for this role, the contribution will be 6.8%.

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