



3 Cricklade Court, Cricklade Street  
Old Town, Swindon, SN1 3EY

Telephone: 01793 467142

<https://jobs.coepirecruitment.com/job/senior-finance-business-partner>

## Senior Finance Business Partner

### Description

To be the lead finance professional for treasury investments, non-ring fenced income including Council Tax and Collection Fund and provide an efficient and effective financial management service to the Council.

To manage the day to day operation of key contracts within the Finance Team including Insurance, Banking, Hoople (Finance System) and Treasury Advisors.

### Responsibilities

- To lead on Treasury management functions including investing / borrowing and production of treasury management plans and reports in order to meet the statutory obligations of the Council.
- To contribute to the development of the financial system (Unit 4 Business World) together with our partners and finance team to utilise the system to its fullest potential to meet the changing, emerging and challenging needs of the Council.
- To prepare revenue budgets and final accounts for the non-ringfenced funding for the Council in accordance with Finance Procedure Rules. Undertake activities in relation to preparation of final accounts.
- To prepare monthly and quarterly revenue control reports for budget holders, senior management and elected Council Members to enable effective use of resources and effective financial management.
- To complete statutory grant claims, returns and reports, ensuring appropriate information is collected in a suitable format.
- To advise and assist colleagues across the Council on financial accounting & management practices so that budget managers are able to discharge their financial responsibilities and manage resources effectively. Provide financial advice to working groups, with the objective of further developing the financial management within the Council.
- To monitor and promote best practice in financial management within the Directorates and across One Council. Undertake special projects and Council-wide accountancy tasks under the direction of the Finance Manager.
- To liaise with other partners, stakeholders, internal and external audit, government departments, inspectors on financial issues, including representing the authority at relevant meetings.
- To keep up to date with relevant legislation, policy and grants, their implications for operational changes within the Directorates, ensuring that the Departmental Management Teams (DMT) and relevant senior officers

### Date posted

14 August 2023

### Reference

CR1027262

### Base Salary

£ 350.00

### Job Location

LE15 6HP, Catmose, Oakham

### Working Hours

9am to 5pm, Monday to Friday

### Beginning of employment

28th August

### Duration of employment

4 months

### Employment Type

Full-time, Temporary

are advised, and develop and implement appropriate responses.

- To be aware of your responsibilities under the constitution of the Council relating to financial and contract procedure rules.
- To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

### **Qualifications**

#### **Candidates must be CCAB Qualified**

Council Tax and NNDR Knowledge is essential for this role.

Candidates must also be able to demonstrate considerable experience in local government, covering the key financial processes of financial planning, budget preparation, budget monitoring and preparing final accounts.

### **Contacts**



**Telephone: 01793 467140**

**Email: mail@coepi.uk**