**Post Title: Senior Finance Business Partner III**
**Grade: GLPC K**

## Job Purpose

**About us**

Nottingham City Council has changed significantly in the last twelve months through a programme of modernisation and re-organisation. The new leadership team is revitalising the focus on outcomes and effectiveness whilst building financial sustainability. Senior Business Partners are critical to the onward progression and embedding of this change.

**The Role**
The postholder will provide strategic financial oversight over departmental budgets and support the development and delivery of Medium-term Financial Strategy proposals, including revenue and capital monitoring, and financial planning.

They will provide expert financial and accounting advice to Senior Leaders, guiding strategic decision making and long-term financial sustainability of services. The role has oversight over director and Head of Service level budgets.

The roles are designed to have three levels of increasing complexity and strategic responsibilities. This is level III.

## Service Leadership Expectations

### Leading People

1. Set clear goals for your team and show how they benefit citizens and service users
2. Lead by example by being accessible, approachable and listening well, upholding our behaviour standards and supporting your team to deliver and adapt
3. Plan for the skills and capacity your team will need in the future, and grow a culture of learning, development, and early support
4. Use data, insight and evidence to guide decisions and delegate effectively to empower others to make effective decisions
5. Tackle issues early, give feedback that supports growth, and hold people to account for delivering outcomes.
6. Lead and effectively motivate staff by providing coaching, mentoring, training, professional development opportunities, and appropriate performance management

### Change and Innovation

1. Lead and drive change within your teams in a political and challenging public finances context.
2. Explore innovative approaches to deliver services, managing risks and actively being curious of market analysis and benchmarking.
3. Use robust project management principles to organise people and finances, delivering positive outcomes that are on time and within budget.
4. Support strategic leaders to design and deliver a resilient service, responding at pace to re-prioritise objectives in line with the organisation's changing needs.
5. Lead change across your team and drive a culture of continuous improvement by encouraging colleagues to share ideas.

6. Proactively seek and identify commercial opportunities that provide innovative solutions to service delivery challenges
7. Contribute to the creation of a digital culture within the service by embracing technology in every-day activities and actively seeking digital improvement opportunities in support of a service-wide digital strategy

## Collaboration

1. Work collaboratively across the Council to achieve the best outcomes for the citizens of Nottingham.
2. Lead a culture of collaboration within your team by working across boundaries to break down silos to deliver benefits to the citizens of Nottingham.
3. Proactively harness, develop and seek-out effective relationships to foster the collaborative culture, creating efficiencies and joined-up services to achieve the best outcomes for Nottingham's people.
4. Takes account of the council's priorities when negotiating and aligning resources to deliver services.
5. Set clear expectations for how your team collaborates – communicate often, agree how to work well in a hybrid world, and stay curious about how other services work.

## Equality, Diversity and Inclusion

1. Make equality, diversity and inclusion part of your team's design and delivery - remove barriers, consider unmet needs, and reflect the diversity of Nottingham's communities.
2. Challenge bias and exclusion where you see it - in your team, processes or services.
3. Give everyone a fair chance to contribute and grow, including those with different working styles, strengths or support needs.
4. Lead inclusive recruitment and workforce development – remove bias from decisions and monitor workforce diversity
5. Shape a culture where people feel safe, respected and able to thrive, use feedback from your team as an opportunity to learn and improve ensuring that people feel valued and heard

## Specific Duties

Our Vision is to develop an efficient, effective finance service that supports managers across NCC to secure better outcomes for citizens and deliver the Council Plan.

As a Senior Business Partner, the postholder:

- Is expected to be a professional lead within their respective area of finance, provide expertise and high-quality financial services to senior stakeholders.
- Will provide both strategic and operational financial leadership, delivering financial services directly and through the management and development of Business Partners, Senior Technicians and Technicians.
- Will support the Strategic Business Partner within their respective area of finance to deliver financial advisory on behalf of the s151 officer ensuring robust financial governance and stewardship of public funds
- The postholder must support the Council's leading officers and assist the Strategic Finance Business Partner to develop a strategic and practical response to the financial challenges the council faces.
- Support the development and deliver financial management training to members of the team, directors and budget holders to promote sound financial governance
- Is expected to attend relevant boards and working groups within their respective area of responsibility

**Level I Duties**

**Strategic Advisory**

- Support the development of the strategic vision of the service that enables the council to meet its future challenges, fostering a culture of innovation and continuous improvement.
- Provide financial advice to stakeholders to support effective use of limited financial resources to deliver council priorities
- Identify emerging financial risks and opportunities, informing Strategic Business Partners and supervisors and collectively consider options to mitigate risks or exploit opportunities.

**Financial Management**

- Support budget monitoring processes and ensure budget holders are aware of emerging financial pressures or variances.
- Promote a culture which empowers budget holders and supports the delivery of value for money services and knowledge of key cost drivers
- Prepare and present informative, high-quality reports to stakeholders that aid in informed service and corporate decision making
- Develop and implement options to address budget variances or funding gaps.
- Perform investment and options appraisal subject to Strategic Finance Business Partner oversight
- In collaboration with the central capital lead and the Strategic Business Partner, coordinate the management of the council's capital programme within your area of responsibility

**Financial Planning and Budgeting**

- Develop appropriate financial models and analytics to determine financial impact of future service demands, changes in legislation and other factors affecting resource requirements
- Support the production of the medium-term financial plan, undertaking all necessary resourcing forecasts and determining required savings to achieve a balanced budget over the period

**Financial Reporting**

- Within their respective area of finance and in collaboration with the strategic Business Partner to contribute towards the closure of the Council's Accounts
- To create and provide quality assurance over other corporate reports including statutory returns
- To support the Strategic Business Partner in their responsibility for the interpretation of the accounting standards, incorporating professional codes of practice, IFRS, the accounts and audit regulations, the accounting code of practice, the best value code and any other relevant regulations
- Support the maintenance of the financial systems supporting the chart of accounts and the integrity of the general ledger
- Develop appropriate financial models and analytics to determine and communicate the impact of changes to technical accounting requirements

**Compliance and Governance**

- Ensure that all activities within your team comply with the council's constitution, Standing Orders, financial regulations, health and safety and safeguarding responsibilities and that effective systems operate within your team to manage performance and risk.
- Interpret and implement legislative and regulatory requirements relating to the CIPFA codes of practice, Treasury Guidance, and relevant financial legislation related to your service area with the support of the Chief Accountant
- Support and enforce the delivery of an effective system of financial controls across the organisation
- Enforce control of the Councils funding position across capital and all revenue funds, ensuring spend is approved through due process including the use of capital funding, corporate reserves and balances
- Identify and report on financial reporting and other financial and business risks

## Level II Duties

In addition to the duties at Level I:

**Strategic Advisory**

- Continually review, update and report on financial risks and opportunities, advising senior stakeholders how the risks can be mitigated and the opportunities exploited
- Contribute to the development of financial strategies that support service transformation and sustainability.

**Financial Management**

- Take responsibility for developing options and plans for the resolution of emerging pressures
- Advise Strategic Finance Business Partner officers on funding, financial management and accounting requirements
- Support the development of outcome-based commissioning models to better ensure strong price competition and transfer of risks through contracts with third parties

**Financial Planning and Budgeting**

- Support the development of a longer-term council-wide financial position and appropriate financial strategies with the Strategic Business Partner
- Support and contribute to the development and attainment of alternative sources of funding that contribute towards identified funding gaps
- Identify the financial implications of policy framework changes, identify options to mitigate their effect

**Leadership and Management**

- Deputise for a Strategic Finance Business Partner as required
- Support the development of strong business partnering relationships between finance and other service departments

**Change and Improvement:**

- Proactively seek and take responsibility for designing and implementing internal process improvements, demonstrating the business case for change and benefits achieved

## Level III Duties

In addition to the duties at Level I & II:

**Strategic Advisory**

- Proactively identify trends and changes in the operating environment (e.g. legislation, technology, policy, etc.) that could financially impact service delivery; provide advice and collaborate on potential solutions
- Provide senior financial leadership and strategic advice to directors and senior stakeholders on financial planning, service transformation and resource allocation.

**Financial Management**

- Assist the Strategic Finance Business Partner in managing performance indicators and relationships within service contracts towards continued service improvement, value for money and generating social value

**Financial Planning and Budgeting**

- Establish longer-term council-wide financial position and develop financial strategies with stakeholders
- Support the Strategic Finance Business Partner to provide leadership and guidance on the financial implications of policy framework changes, identify options to mitigate their effect

**Financial Reporting**

- Within their respective area of finance and in collaboration with the strategic Business Partner to make a significant contribution towards the closure of the Council's Accounts
- To coordinate and provide quality assurance over other corporate reports including statutory returns
- Within their respective area of finance and in collaboration with the Strategic Business partner, make a significant contribution towards the development and maintenance of the financial systems supporting the chart of accounts and the integrity of the general ledger

**Leadership and Management**

- Foster a high-performance culture including carrying out internal service reviews to improve value for money and efficiency
- Lead service reviews and financial analysis to identify opportunities for improved efficiency and value for money.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

**Person Specification: Senior Finance Business Partner II**

| AREA OF RESPONSIBILITY | REQUIREMENT | MEASUREMENT | | | |
|---|---|---|---|---|---|
| | | P | A | AC | D |
| **Vision, Strategy and Delivery** | Significant experience as a team leader in a large, complex organisation with similar responsibilities, budget and resources. | | ✔ | | |
| | Evidence of supporting the development of a vision for service delivery, translating clear objectives to deliver outcomes that make a positive difference. | | ✔ | | |
| | Evidence of driving accountability, balance risk and respect good governance and ensuring understanding at all levels. | | ✔ | | |
| | Evidence of financial and commercial awareness with strong analytical skills and a creative approach to problem solving. | | ✔ | | |
| | Ability to assess risk whilst effectively developing and managing services / strategic priorities | | ✔ | | |
| | Demonstrate an understanding of the current issues and challenges facing local government in general, Nottingham City Council and the finance service in particular | | ✔ | | |
| **Leading People** | Ability to demonstrate effective leadership skills, inspire, motivate and lead by personal example | | ✔ | | |
| | To have clear track record of successful team development, developing others by creating a culture of innovation and achievement. | | ✔ | | |
| | Ability to represent the service at relevant boards, partnership meetings, conferences and seminars | | ✔ | | |
| | Ability to set the direction of for change within your team and pursue opportunities both internally and with other organisations to aid service improvement | | ✔ | | |
| | Ability to manage multiple projects concurrently and maintain high standards of performance | | ✔ | | |
| | Evidence of establishing a performance management culture, including service planning, target setting, performance appraisals and the management of different staff groups. | | ✔ | | |
| | Ability to undertake the recruitment, development, attendance management, and performance management of employees in line with current legislation, council policy and procedures | | ✔ | | |
| **Change and Innovation** | Evidence of leading change programmes, bringing others on the journey with you. | | ✔ | | |
| | Evidence of supporting innovative service delivery models that continue to provide high quality services within a smaller financial scope. | | ✔ | | |

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| | Evidence of leading teams and experience of having to re-focus team priorities at pace following changes outside of the team's control. | | ✔ | | |
| | Experience of developing cultures of continuous improvement where people feel included and involved. | | ✔ | | |
| **Collaboration** | Experience of working in partnership/shared delivery with external organisations | | ✔ | | |
| | Evidence of actively working to develop a culture of collaboration. | | ✔ | | |
| | Ability to prepare briefings and reports both internally and to external – condensing and conveying complex data to different audiences | | ✔ | | |
| | Understanding of how to operate effectively and openly within the democratic process with the political acumen and ability/skills to develop productive working relationships with Councillors and to speak truth to power. | | ✔ | | |
| | Outstanding interpersonal skills and relationship management | | ✔ | | |
| | Excellent presentation skills | | ✔ | | |
| **Equality, Diversity and Inclusion** | A deep understanding of equality, diversity and inclusion at every level and demonstrative experience in tried and tested methods to deliver inclusive services. | | ✔ | | |
| | Demonstrating a thorough understanding of equality, diversity and inclusion challenges posed by providing quality public services in our multi-cultural city. | | ✔ | | |
| | Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people. | | ✔ | | |
| | Evidence of developing people and teams recognise, respect and value individual needs to achieve a culture of inclusivity. | | ✔ | | |
| **Role related requirements** | Significant experience of providing diverse financial support and advice to a wide range of services in a large and complex organisation | | ✔ | | |
| | Significant experience of supporting decision making and delivering solutions through financial analysis and option appraisals | | ✔ | | |
| | Able to utilise a range of financial systems to produce and analyse easily understandable financial information | | ✔ ☐ | | |
| | Ability to demonstrate clear budget management competencies with a detailed knowledge of budget systems, monitoring and financial regulations | | ✔ ☐ | | |
| | Experience taking ownership of the mitigation of financial risks within multiple service areas thereby strengthening the overall financial control environment | | ✔ ☐ | | |
| | Experience running process improvement projects within a finance service | | ☐ | | |
| | An understanding of accounting principles and practices and the applicability to local government accounts. | | ✔ | | |
| **Qualification requirement** | Qualified member of a CCAB recognised accounting body with diverse experience at a senior level within a local authority | | ✔ | | ✔ |

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| | setting. | | | | |
| | Evidence of ongoing professional development | | ✔ | | |

| P- Pre-Application | A - Application | AC – Assessment Centre | D - Documentary Evidence |
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**Job Profile and Person Specification produced October 2026**