

## Harlow Council Employee Profile

**Job Title:** Finance Business Partner (Services)

**Post Number:** AC0033X

Attributes	Essential	Desirable	Method of Identification
<b>Education Qualifications</b>	<p>Fully qualified CCAB Accountant OR Part-qualified CCAB Accountant with demonstrable extensive detailed working knowledge and experience in a relevant role / equivalent to this post.</p> <p>OR</p> <p>Full AAT membership (MAAT status) with demonstrable extensive detailed working knowledge and experience in a relevant role / equivalent to this post.</p> <p>Five GCSEs (or equivalent), including English &amp; Maths Grade C/Level 4 and above.</p> <p>The role holder will be required to actively engage with and complete the CIPFA Finance Business Partnering Diploma and acquire Affiliate Membership of CIPFA (subject to existing qualifications). The objective is to establish skills and professional contact with CIPFA if this is not achieved through current qualifications.</p>	<p>Fully qualified CCAB Accountant.</p> <p>Actively maintains a portfolio of continuing professional development (CPD).</p>	<p>Application</p> <p>Interview</p> <p>Certificates</p> <p>References</p>
<b>Related Experience</b>	<p>Teams and people management, including good supervisory, coaching and development/training experience.</p> <p>Managing ambiguity / conflicting priorities associated with personal and others team members, using a balanced and supportive approach to delegating work.</p> <p>Leading meetings on both a group basis and individual basis.</p>	<p>Extensive background in local government, particularly a local authority governed by UK government regulations.</p> <p>Preparation of high-profile and specialised financial accounting statements of a local authority.</p> <p>Experience of working as a business partner in a complex finance environment.</p>	<p>Application</p> <p>Interview</p> <p>References</p>

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	<p>Taking lead role in individual staff appraisals and reviews (PPPs), monitoring progress through the year and supporting team member development to achieve agreed objectives through coaching, advice, training and encouragement. Demonstrable experience and knowledge derived from working in an accounting environment of a multi-functional organisation with relevant financial control environment (minimum 5 years). Adept at identifying and challenging variances and anomalies from the emerging results of budget monitoring. Demonstrable experience of customer focused management accounting in a complex organisation. Able to systematically prepare relevant and reliable working papers to support final accounts work. Working in co-operation with ICT specialists, recognising and adopting the organisation's systems implementation protocols. Experience of liaising with key stakeholders across the organisation.</p>	<p>An acquired confidence in compiling regular management accounts, leading a team in this process.</p>	
<b>Special Circumstances</b>	<p>Prepared to work outside standard working hours including evening meetings. Prepared to attend workshops or seminars appropriate to the role, including those that are off-site and require travelling.</p>	<p>Own means of transport. Has undertaken evidenced formal management development training. Knowledge of specialist areas relevant to the role. Trained in the use of computerised financial management systems (preferably Agresso).</p>	<p>Interview Application References</p>

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		<p>Development of FMS reports.</p> <p>Familiarity with other sources of local authority income, including grants, fees and charges.</p>	
<b>Special Knowledge, Training</b>	<p>Good knowledge of Local Government finance.</p> <p>Understanding of how the general ledger works in a computerised financial management system.</p> <p>Able to make robust decisions in relation to the posting of accrual-based accounting transactions.</p> <p>Extensive experience in the use of Microsoft packages (Excel, Word, Outlook, etc.) to an advanced level of functionality.</p> <p>Able to work with minimum supervision.</p> <p>Self-starting personal style.</p>	<p>Has undertaken evidenced formal management development training.</p> <p>Knowledge of specialist areas including Capital accounting</p> <p>Trained in the use of computerised financial management systems (preferably Agresso).</p> <p>Development of FMS reports.</p> <p>Familiarity with accounting for Business Rates.</p> <p>Familiarity with other sources of local authority income, including grants, fees and charges.</p>	<p>Application</p> <p>Interview</p> <p>References</p> <p>Testing</p>
<b>Skills and Abilities</b>	<p>Able to manage and lead a team effectively, monitoring and supporting their performance in order to achieve required performance, objectives and goals.</p> <p>Able to identify with corporate objectives and relay the importance of these in relation to service delivery.</p> <p>Able to communicate effectively at all levels, using verbal and written skills, with the ability to deal with people from a variety of backgrounds.</p> <p>Good organisational and negotiation skills.</p> <p>Able to work to strict deadlines.</p> <p>Robust knowledge of double entry bookkeeping, and able to follow complex accounting treatments.</p> <p>Strong analytical and numerical skills.</p>	<p>Re-allocating and switching tasks between team members in order to achieve deadlines as well as enhancing team experience and/or maximising their effectiveness.</p> <p>Skills in writing formal reports for senior management.</p> <p>Requires only limited supervision in prioritising own work in an environment of conflicting deadlines.</p> <p>Submission of detailed financial returns to government departments and to other organisations.</p>	<p>Application</p> <p>Interview</p> <p>Testing</p> <p>References</p>

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	<p>A logical approach to solving problems. Capable of devising procedure notes that provide clear guidance on financial procedures and methodologies. Able to develop and maintain new systems and to undertake training of users. Able to work effectively in a team environment and make a positive contribution to its work and development.</p> <p>Experience of a continuous improvement mindset to ensure that there is a focus on excellent performance.</p> <p>Some customer service experience and knowledge of delivering to service levels.</p>		
<b>Disposition and Attitude</b>	<p>Adopts a customer focused approach focused on developing skills in service managers Maintains a consistently professional work ethic. Capable of exercising accuracy and attention to detail and takes pride in good presentation of data, information and reports. Good listener. Pro-active and applies a positive approach to recommend solutions; capable of taking the initiative to pre-empt and/ or resolve work-based issues and problems. Flexible and adaptable work approach. Willing to respond to issues on behalf of Finance Managers as well as other Accountancy staff and/or teams in their absence. Willing to develop knowledge by undertaking training as appropriate.</p>	<p>Supportive of staff, realising their skills and successes and encouraging their training and learning experiences. Highly structured approach to meeting deadlines and work standards. Capable of responding to the findings of audit reports and recommendations, implementing recommended practices within the team as required.</p>	Application Interview