



THE ROLE

Senior Finance Business Partner - Monitoring

Department:	Finance & Pay
Role Code:	FI18
Grade/Role:	Grade 10
Responsible to:	Finance Manager - Monitoring
Responsible for:	Finance Monitoring Team
Date Revised:	

Job Purpose:

To protect and save life, property and the environment by supporting the Finance Manager in providing Financial Analysis and advice to make a difference for the residents of Essex.

The individual will be Business Partnering various key budget holders and should be confident with the ability to build key relationships with non-finance colleagues.

You will be responsible for advising and influencing the service to make informed financial decisions, which may be of strategic importance to the service.

Role Profile

Main Duties and Responsibilities:

Operational and Tactical

1. Lead in the preparation of the Authorities Annual Budget, ensuring budget reflects Service delivery targets in line with, Fire & Rescue Plan and other key strategies and key assumptions
2. Develop current Budgeting process to gain activity breakdown of Budgets along with including a training plan bid for departments- reducing requirement at ELT level.
3. Lead the quarterly reforecasting and expected annual outturn, reporting the movement with supporting reasons and highlight possible solutions to bring budget back in line.
4. Have responsibility to authorise/approve requests for unbudgeted spend from Heads of Dept./Budget Holders, ensuring it is within their Financial Authorisation limits and in accordance with the Financial Regulations for the Service.
5. Manage the efficient and effective use of resources to support activities and to achieve departmental and ECFRS objectives, including delegating reporting work to the team.

Business Partnering

6. Lead Monitoring Business Partner to Budget Holders and to ensure that there is a sound level of financial level of understanding within each budgetary area.
7. Ensure stakeholders are provided with Financial Information in a timely manner.
8. Work with the budget holders Interpret and interrogate the financial performance and document reasons for variances, discussing options to remedy the situation where required including financial implications
9. You will advise, influence and challenge the budget holders on financial decisions and ensure that such decisions are made in line with the services strategic goals and objectives.
10. Develop finance and non-finance stakeholders financial knowledge to ensure they understand the financial impact on the performance and delivery of their plans

Role Profile

People

11. Responsibility of managing the time of the other Finance Business Partner and the Pay Business Partner ensuring that reporting work is delivered on time.
12. Manage and develop self and others to improve personal and team performance and deliver objectives.
13. Able to manage your own workload and meet financial reporting deadlines.
14. Any other duties commensurate with the responsibilities and grading of the post.
15. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 1998.