



Job Profile

Job Title: Assistant Finance Business Partner – Children’s Services	Grade: PO5
Section: Children’s Services Finance Team	Directorate: Children’s Services
Responsible to: Strategic Finance Business Partner – Children’s Services	Responsible for: N/A
Post Number/s:	Last review date:

Working for the Richmond & Wandsworth Better Service Partnership

We’re Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children’s services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We’re here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That’s why, at Richmond & Wandsworth Better Service Partnership, you’ll be at the forefront of innovation in local government, and we’ll invest in you and offer you opportunities to grow in a way only our unique organisation can.

Job Purpose:

To work as a pro-active part of the Children’s Services Finance Team, providing a full range of financial support and guidance to the Department. To deliver high quality financial management through accounting, budgetary control, forecasting, and provision of financial advice.

The postholder will be expected to handle high volumes of financial data, to be proficient with standard IT packages (MS Office - specially MS Excel & Powerpoint), and to work closely with budget holders and other non-financial stakeholders, translating



and summarising this data and providing effective challenge as required. To drive the production and analysis of monthly KPI reports, providing clear insights to support business decisions. To work with the Strategic Finance Business Partner on supporting the council's medium-term financial forecast and within this the development of strategic financial plans and models. The candidate will be expected to play a role in driving efficiencies and savings proposals to ensure that savings targets are achieved.

Specific Duties and Responsibilities:

1. Customer Support and Management

- To work closely with officers in Children's Services to ensure they are fully aware of their financial position.
- To work closely with other officers within Finance on a pro-active basis, to ensure financial information is accurate and can be produced by deadline.
- Liaise with internal and external bodies as necessary in production and notification of statutory and other accounts and returns (including grants).
- To ensure officers within other services are aware and are following processes and protocols as necessary to satisfy Financial Regulations and Standing Orders.
- To undertake the financial induction of new starters within the Department in relation to processes and protocols satisfying Financial Regulations and Standing Orders.

2. Operational Service Delivery

Overarching duties:

- Provide constructive challenge and seek to resolve all issues with Budget Managers.
- Escalation - ensure any problems that cannot be resolved promptly are flagged immediately to the Strategic Finance Business Partner.
- Electronic working papers - ensure a robust audit trail exists for all activities.
- Accuracy and timeliness - Ensure that all work is accurate and produced to deadline. If there are issues that prevent this, these must be flagged to the Strategic Finance Business Partner / Head of Finance immediately.
- Ensure all purchasing and procurement follows Financial Regulations, and flag this immediately to the Strategic Finance Business Partner / Head of Finance if this is not the case.

Specific duties:

- Budgets and Budget Monitoring :
 - o Develop an understanding of the business of the service directorate.
 - o Undertake tasks to create and monitor the budget - as directed by the Strategic Finance Business Partner / Head of Finance.
 - o Resolve queries relating to understanding items within budgets and actuals, undertaking this across the General Ledger and feeder systems as necessary.



- o Disseminate budget, monitoring, and supporting financial and performance information.
 - o Update budget and monitoring information with changes identified by self and as advised.
 - o Support the medium term financial forecast process with a focus on risk and accuracy and all work to be completed to deadline.
 - o Maintenance of accounts to ensure accuracy at all time and all errors to be corrected and suspense accounts to be cleared.
 - o Closure of Accounts - All technical accounting standards and requirements are met and to prepare electronic working papers as required within Closure of Accounts workplan. Ensuring all income and expenditure is correctly categorised within revenue or capital. Provide explanations to external audit as required, for content and timing.
 - o Ensure records are kept satisfy all grant requirements and are up to date at all times - whether keeping the records or ensuring the records kept by departments are sound.
 - o Ensure grant claims submitted are accurate and timely, with adequate time for review by relevant person signing it off.
 - o Support projects and ad hoc tasks as necessary including any relevant reconciliations required within the service area.
 - o Provide timely information as required for Freedom of Information requests, complaints and other external enquiries.
 - o Attend meetings/briefings as the Finance representative as appropriate.
- KPI's :
 - o Drive the production and detailed analysis of monthly KPI reports, providing clear insights to support the Senior Management team with business decisions.
 - o Continually review and enhance KPI's, challenging existing metrics and identifying opportunities to introduce more value-adding, outcome-focused indicators aligned to service priorities and financial performance.
 - o Develop and automate KPI reporting where possible, improving data quality, consistency and timeliness, whilst reducing manual processes and enhancing analytical depth.
 - o Support the Strategic Finance Business Partners in producing high-quality monthly reporting packs, ensuring outputs are tailored to stakeholder needs, clearly presented, and aligned to corporate and service priorities.

3. Service Planning & Development

- Assist in the maintenance of service level agreements, within Finance and Directorates, and flag any cases where there are omissions or poor practice that needs addressing.
- Deliver all services within the criteria specified in the SLAs.
- Ensure all SLA's are delivered by others, liaising with them if problems occur, and escalating this immediately if prompt resolution is not achieved.



4. Continuous Improvement

- Ensure fully conversant with the relevant financial and management systems.
- Ensure remain abreast of all statutory and guidance developments within the relevant Service areas.
- Full awareness of Financial Regulations, especially limits.
- Attend regular individual and team meetings to ensure tasks are fully understood and there is an effective two-way flow of information.
- Take an active part in the PADA (performance and development appraisal) process.
- Take ownership of self-development, both professional and personal (soft skills).
- Assist colleagues to access information, providing advice how and when to do this as appropriate.

5. Contacts

- Primary contact will be with other officers within the Council with financial or budget holding responsibilities. The postholder may be expected to attend other stakeholder forums as directed.
- To be aware of and support the development and maintenance of effective cross-Directorate working relationships, while maintaining professional integrity and without compromising good financial and accounting practice.
- Occasional attendance of meetings and groups comprising service users / residents and their representative bodies.

6. Miscellaneous

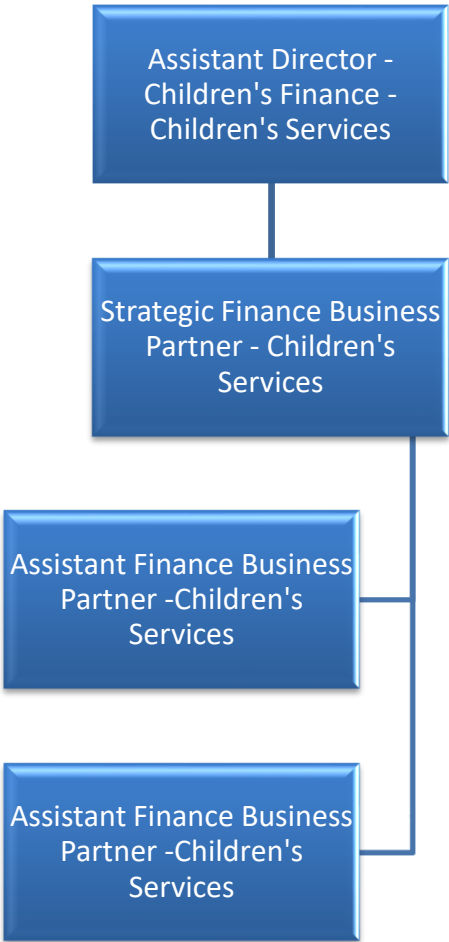
- Complete other reasonable tasks in order to fulfil role purpose or as instructed by management.
- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/ policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.



Generic Duties and Responsibilities:

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Team structure





Person Specification

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Our Values and Behaviours

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Requirements	Essential	Desirable	Assessed by A & I/ T/ C
Knowledge			
Ability to build effective relationships within an organisation, including challenge when appropriate	X		A / I
Ability to work as an effective part of a team, supporting the Strategic Finance Business Partner and Head of Finance	X		A / I
Ability to build effective relationships across organisations, with demonstrable understanding of Operational Services pressures and priorities	X		A / I



Ability to work with colleagues to deliver agreed priorities to deadlines given (internal or external)	X		A / I
Ability to use financial systems in a large, complex organisation	X		A / I
Ability to use Microsoft Office - Word, Excel and PowerPoint, or equivalent to a high standard	X		A / I
Sound understanding of accounting principles in the public sector, especially differences between capital and revenue	X		A / I
Sound understanding of Financial Regulations and Standing Orders in local government	X		A / I
Proven analytical skills and ability to present financial information clearly	X		A / I
Knowledge and understanding of local government and its context, and key, current local government financial issues		X	A / I
Experience			
Experience of management and /or financial accounting beyond a basic level	X		A / I
Working within public/third sector Finance or Finance in the private sector providing a public sector service	X		A / I
Experience of working within local government Finance		X	A / I
Extensive experience of using spreadsheets	X		A / I
Experience of creating budgets	X		A / I
Experience of producing budget monitoring reports and supporting the effective use of these	X		A / I
Experience of providing constructive challenge to Services	X		A / I
Experience of closing accounts to deadline	X		A / I
Experience of external grants - supporting bids; effective monitoring; and meeting funders criteria	X		A / I
Experience of partnership working	X		A / I
Skills			
Experience and proficiency in using standard IT packages (MS Office – specially MS Excel & PowerPoint) and have ability to train and support others in their effective day-to-day use	X		A/ T
Ability to simplify complex financial issues and present them in a manner that the recipient understands, and in a relevant format with the right level of information	X		A/ I
Qualifications			



Qualified Accounting Technician - AAT; OR Part qualified CCAB Accountant - CIPFA, ACA, ACCA; OR Part qualified CIMA or suitably qualified by experience	X		A / C
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- A – Application form / CV
- I – Interview
- T – Test
- C - Certificate