



Job Summary Overview

Job title	Assistant Business Partnering Accountant
Career family	Operational Enablers
Professional pathway	Finance, Commercial and Pensions
Career family level	7B - Intermediate Level, Officer (Tier 7)
Grade	11
Reports to	Finance Business Partnering Manager
Financial responsibility	No direct financial responsibility. Role is expected to support Directors and services to manage large complex budgets and support financial decision making.
Supervisory responsibility	No direct reports.
Reference number	

Job Summary

The role of a Assistant Business Partnering Accountant involves supporting the delivery of services within budget for the current year, with a focus on future implications and improving financial management. This includes working with cost centre managers, service managers and heads of service, providing financial planning support, producing analysis for decision-making, and tactically supporting revenue monitoring, forecasting, and reporting. The role also involves offering financial management advice, supporting the creation of business cases, ensuring compliance with financial processes, and managing cost centre hierarchies.

- **Budget Management:** Support the delivery of services within the budget for the current year, considering future implications and linking current events to future consequences.
- **Financial Planning:** Provide insight and analysis to support decision-making, identify financial implications, risks, and opportunities.
- **Revenue Monitoring:** Understand and communicate financial risks and opportunities, produce accurate forecasts, and compare budgeted and forecast results to actual results.
- **Financial Management:** Offer advice and assurance on financial management, compliance with processes, and improvements, and support good financial management practices.
- **Capital Management:** Support the creation of business cases, understand financial risks and opportunities, and ensure reports provide key information for managing service finances.
- **Decision Support:** Support financial decision-making processes, ensure information is accurate and reliable, and encourage good value for money decisions.



Specific requirements	Essential <i>Mark with ✓</i>	Desirable <i>Mark with ✓</i>
AAT qualified or actively studying for the qualification with significant relevant experience.	✓	
Experience working in a business partnering environment.		✓
General understanding of financial management, business planning, governance, risk management, processes & procedures.	✓	
Local Government experience.		✓
Good communicator able to communicate complex financial information to non-specialists to inform, instruct, persuade or encourage feedback.	✓	
Ability and experience to work on own initiative with guidance and collaborate with budget managers and colleagues.	✓	
Ability to work with financial data, to draw conclusions and identify actionable insight, and to present this in an understandable format.	✓	
Ability to work to appropriate levels of accuracy and to deadlines, with good attention to detail.	✓	

Working Arrangements

- The post is not politically restricted.
- Contractual base as detailed on contract, but you are able to work on a flexible basis in line with our Agile Working Policy
- Able to travel across the county and work from various office locations within the county.

Health and Safety at Work

All employees have responsibilities for health and safety – both for themselves, colleagues and the people we work with.

The potential significant hazard(s) and risk(s) for this post are identified below (those ticked).

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors



<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		