



Senior Finance Analyst

Reports to:	Head of Finance		
Department:	Finance and Resources	Grade:	PO8
DBS Status:	Basic	Politically restricted:	No
Job Purpose:			
<p>As a Senior Finance Analyst (SFA), this role requires a forward-thinking Finance Business Partner to support the Adult Social Care and Commissioning directorates and help shape services that support some of the most vulnerable members of our community. The SFA would support all officers within the service area, providing them with high level professional advice on a broad range of financial issues and their relation to the Council's corporate and managerial objectives. As the SFA, you will be expected to be familiar with the services provided by the department and the complexities around them, including funding arrangements.</p> <p>The SFA will report into the relevant Head of Finance. As a key strategic partner to operational leaders, you'll bring clarity, insight, and challenge to financial decision-making across the service areas. The SFA will provide officers and senior stakeholders with high level professional advice and make a positive contribution to the delivery of the service.</p>			
Values			
<p>Collaborate proactively. Lead inclusively. Embrace change. Be bold and curious. Celebrate and share our success.</p>			
Overall Description			
<ol style="list-style-type: none"> 1. Provide senior financial and accounting support across major service areas 2. Deliver high-level financial advice aligned to corporate objectives 3. Support budgeting and annual accounts processes 4. Maintain strong financial controls and challenge senior stakeholders 5. Act as a role model and develop junior staff 			
Job specific roles and responsibilities			
<ol style="list-style-type: none"> 1. Make a positive contribution to the delivery of the service, this will include working flexibly and positively to achieve the objectives of the council. 2. Manage and lead staff to achieve high performance and effective operational delivery, including developing and improving staff capability. 3. Manage a customer focused service and the effective use of resources. 4. Ensure that the council's overall vision, values and ethos are central to the requirements of the service. 5. Support effective working relationships and act as an ambassador and advocate with external organisations 6. Keep up to date with developments in service delivery and best practice to ensure the service performs effectively and to the highest standards. 7. To act as a professional role model to junior staff in the department and to senior managers across the council, keeping expert professional knowledge up to date at all times. 			

8. To mentor and support apprentices and lead professional training for the department within own area of responsibility.
9. To supervise day to day work of junior staff and to lead project teams within the department and across the council.
10. To be the senior professional financial advisor in respect of a significant (e.g. gross budgets in excess of £100m) area of the council's budget (for example, housing, schools, social care or other business areas of similar scale and complexity).
11. To carry out, independently, unit costing exercises and value for money reviews in order to improve financial performance and to play a significant role in the setting and monitoring of substantial budgets.
12. To be the council's professional accounting lead for a major area of technical financial accounting complexity (e.g. capital finance, collection fund etc.) and to co-ordinate complex corporate financial processes for the council.
13. To appoint and manage specialist financial advisers as may from time to time be necessary for particular projects.
14. To lead in statutory financial reporting within own area of responsibility, ensuring that annual accounts, government returns and similar statistical submissions are completed promptly and accurately, and that the financial implications of the information contained therein are understood and acted upon.
15. To draft financial implications for formal committee reports, up to and including for Cabinet and to brief senior managers and Directors accordingly.
16. To attend some committee meetings as may from time to time be required.
17. To advise on and maintain effective systems of financial control and to intervene as necessary, with a high degree of professional integrity and credibility, to prevent breaches of financial control.
18. To manage operational/transactional functions, for example payroll, pensions and HR management information.
19. To advise managers on the implications of audit reports and of the actions to be taken in response.
20. To provide senior financial analysis to support commercial and contract activities, including advising on contract terms, commercial negotiations and contractors' financial position.
21. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
22. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
23. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.
24. Undertake any other duties commensurate with the general level of responsibility of this post.

Essential Requirements (key skills & qualifications)

Knowledge and Qualifications

1. CCAB Qualified Accountant.
2. Evidence of significant relevant Continuing Professional Development (CPD).

Experience

1. Experience of providing financial advice and leadership in a large and complex organisation, working with a high degree of professional independence and integrity.

2. Experience of advising on managing all aspects of large and complex budgets, delivering significant improvements as a result.
3. Experience of preparing accounting statements and statutory statistical returns.
4. Experience of contracting for services, providing financial and commercial advice to inform procurement strategy and negotiations.

Skills and Abilities

5. Manage people, performance and budgets.
6. Contribute to the longer term development of the service area.
7. Ability to analyse, interpret and report upon large amounts of complex financial, accounting and output information and to analyse complex business processes.
8. Excellent communication skills including the ability to explain complex financial issues to non-financial managers, Directors and Members, adapting style to suit the audience and the issue.
9. Excellent interpersonal, negotiating and influencing skills.
10. Ability to analyse and interpret legislation and regulation, and to develop strategic policy responses accordingly.
11. Strong leadership skills, capable of motivating and inspiring junior staff and building effective working relationships at senior levels across the organisation and with partners.
12. Able to organise resources and plan work to meet individual, team and departmental objectives.
13. Experience of working in the relevant section of finance applying for (e.g. children's social care, chief accountant team, adult social care, environment) is desirable.

Budget Responsibility N/A

Overall Headcount 3

Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs