

## Role Description and Employee Specification

<b>Role Description and Employee Specification Job Title:</b>	Business Partner Finance - Accountant	<b>Location:</b>	Coleford
<b>Department:</b>	Finance	<b>Service:</b>	Finance
<b>Reports to:</b>	Finance Manager	<b>Working Hours:</b>	FT/PT
<b>Salary:</b>	£48,226	<b>Peer Group:</b>	Grade 10
<b>Business World Post Number:</b>	New Post	<b>Job Group:</b>	SCP - 37
<b>Contract Type:</b>	Permanent	<b>Direct Reports:</b>	N/A

### Overall purpose of the Post:

Support and report to the Finance Manager.

To assist the Council's Deputy Section 151 Officer and the Finance Manager in providing strong and effective corporate and operational financial management for the Council through

- Leading on the development and continuous improvement of the Council's financial reporting framework and systems to support better financial management across the Council, including improved monitoring and forecasting of revenue and capital budgets.
- Supporting the Council's savings and transformation programme and project work, in the development and implementation of new approaches to service delivery.
- Work with Cost Centre managers to manage budgets for the Council and ensure that they understand their budget.

## **Key Tasks and Responsibilities:**

## **Key aspects of the role are:**

- Establish and maintain effective working relationships with elected members, internal and external partners, Publica officers, stakeholders and communities in order to develop and improve services
- Assist with the development of new approaches to service delivery, ensuring continuous improvement in performance demonstrating value for money for residents
- Assist with the development of business cases in accordance with the Council's Project Management Framework providing robust financial advice and support, and acting as a critical friend on projects
- Develop and continuous improvement of the Council's financial reporting framework and systems to support better financial management across the Council, including improved monitoring and forecasting of revenue and capital budgets.
- Support the Deputy Section 151 Officer and the Finance Manager with the preparation of the annual budget and Medium-Term Financial Strategy working with Cost Centre Managers. Accounts closure and production, ensuring compliance with accounting standards, the CIPFA code and other external reporting requirement.
- Liaising with External Audit as the key contact for the Council to ensure statutory reporting deadlines are achieved and audit queries are logged, managed and responded to with agreed timescales.
- Lead the provision of technical support and advice to Senior Managers including the implications of new legislation and CIPFA Codes of Practice.
- Working to add value to, and be a valued member of the team  
Work in compliance with the Codes of Conduct, Regulations and policies of the Council
- Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information.

## **General Accountabilities**

- Working to add value to, and be a valued member of the team, and to be valued by customers

- The post holder is responsible to maintain a safe working environment and ensure as reasonably practicable that safe working practices are adopted by employees within this work environment
- Work in compliance with the Codes of Conduct, Regulations and policies of the Forest of Dean District Council
- Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information.

The responsibilities outlined are not intended to totally encompass or define all tasks that may be required of the post-holder. The post-holder will be required to undertake duties commensurate to the grade of this position.

**Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:**

**Qualifications**

Preferably a Qualified CCAB professional qualification. Part Qualified will be considered.  
A'Levels or equivalent and GCSEs (5 A-Cs or equivalent, including Maths and English).

**Experience**

Experience of working in a financial environment, ideally in a Business Partnering, or management accounting role.  
Proven experience in a financial environment / similar or related role  
Proven experience of managing in a financial environment and dealing with Cost centre managers on a daily basis.  
Experience and able to demonstrate the ability to work within a team

**Skills**

Competent in using a range of technology and software packages, including Microsoft  
Communicates effectively at all levels (excellent verbal and written skills)  
Is customer focussed, responsive, and co-operative with customers  
Works together with employees, colleagues and customers to resolve problems and implement change initiatives  
Is proactive / self-motivated  
Ability to prioritise, work independently under pressure and within tight deadlines  
Ability to manage time effectively  
Ability to record and deal with data accurately and effectively  
High level of judgement, tact, discretion and initiative  
Ability to maintain confidentiality in accordance with Data Protection

**Desirable Requirements Qualifications, Skills and Abilities:**

**Desirable skills**

Current and in depth knowledge of Local Government finance

Well-developed communication and networking skills

Propose new approaches and ways of working and where appropriate support and drive the implementation of these.

Political awareness

Experience with Agresso Business World

**General Accountabilities:**

The post holder is responsible for maintaining a safe working environment and ensuring as far as reasonably practicable that safe working practices are adopted within this work environment

Work in compliance with the Codes of Conduct, Regulations and policies of Forest of Dean District Council.

To support the response to a major incident, including taking up a designated role within the emergency management framework

**Special Conditions:**

You will be expected to work reasonable additional hours in line with the needs of the service

Full UK Driving License

Ability to travel/ access to a vehicle for work purposes

Your role will require a Baseline Personnel Security Standard Check (BPSS)

**Date Reviewed:** 28/1/2026

**Reviewed By:** A Knott

**Checked by**  
**HRBP**

**Date of Issue:**