

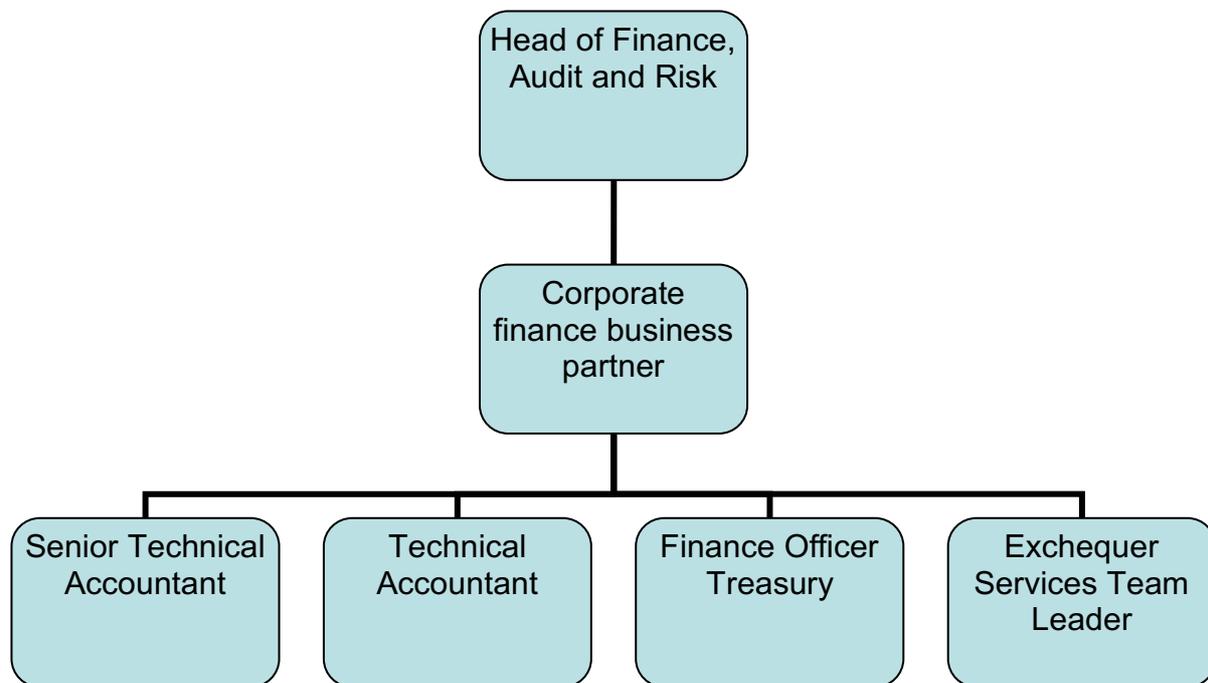
Job description



NORWICH
City Council

Job title:	Corporate finance business partner
Grade of job:	12
Service:	Finance
Job purpose:	<p>To coordinate the annual closure of accounts process, involving partners and external organisations, so that the consolidated Statement of Accounts can be efficiently and effectively produced to meet statutory deadlines and required codes of practice.</p> <p>To provide expert technical advice on complex local authority financial issues including the Collection Fund, local authority tax & VAT and capital financing policy. To commission advice on Financial Instrument requirements, and the implications for the Council arising from the Prudential, Treasury Management, & Investment Codes from the Council's retained consultants.</p> <p>To proactively forecast and advise on the Council's short to longer term cash needs and its Capital Financing Requirement given its ambition to regenerate the city, further develop its own land holdings, build more social housing, and manage its commercial income streams.</p> <p>To advise the CFO, Corporate Leadership Team and project teams on the costs, timings, and risks involved in undertaking external borrowing for various regeneration and investment schemes.</p>

Organisation structure:



Key result areas

- 1 To co-ordinate the annual closure process and production of the Statement of Accounts, including coordinating the Council's response to the external audit process.
- 2 To provide short and longer term strategic cash flow forecasts, advising the Chief Finance Officer and Corporate Leadership Team of the need, costs, timing and risks of any external borrowing required, the Capital Financing Requirement, and the prudent level of cash-backed funds to hold. To input into the Capital Strategy on such issues.
- 3 To prepare the annual Treasury Management Strategy and give advice on this at Corporate Leadership Team and with the Resources Cabinet Member. To prepare the mid-year and annual Treasury Management reviews and attend Audit Committee to give an account of these reviews.
- 4 To lead on the day-to-day provision of treasury management and banking services for Norwich City Council always striving to maximise returns whilst maintaining security of funds and ensuring sufficient funds remain liquid to fund operational needs.
- 5 To provide technical financial expertise and support to the s151 officer and Norwich City Council on key projects including capital related investment and regeneration projects, projects within the transformation programme, and various lending arrangements to the Council's companies (commissioning advice on the latter if needed).
- 6 To manage the accounts payable and receivable functions of the council and the

financial reconciliations team, managing a team of staff ensuring accurate recording of the council's income and expenditure streams, and ensuring month-end and year-end processes are performed in a timely manner and key performance indicators such as those relating to supplier payment and debt collection are met. Managing a channel shift to more effective methods of payment both by the council and sundry debtors. Moving teams to best practice.

7 To lead the provision of local government tax and VAT advice and support to the s151 officer and Norwich City Council (or arrange procurement of such where needed) and to oversee the production of the quarterly VAT returns and partial tax exemption calculation.

8 Working with the Council's Revenues and Benefits Service, to provide financial support and advice regarding the Collection Funds for council tax, business rates and the Business Improvement District and support the Strategic Finance Business Partner in the preparation of the Medium Term Financial Strategy for these income streams.

9 To lead, motivate and develop staff to ensure objectives are achieved and to enhance overall performance and morale.

10 As a member of the Finance Management Team, to contribute to the strategic and operational management of the finance team.

11 To carry out any other duties which fall within the broad spirit, scope and purpose of the job description.

General requirements

Post holders will be expected to be flexible in their duties, including occasional evening and weekends, and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Duties and responsibilities must be carried out in accordance with relevant Norwich City Council policies and procedures, within legislation and any code of professional ethics of relevant professional body.

All employees are expected to maintain a high standard of customer care in the context of the Council's core values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in personal learning and development necessary to the post.