

## **JOB DESCRIPTION**

**Job Title:** Finance Business Partner

**Grade:** Band D

**Responsible to:** Chief Accountant

### **Job Purpose:**

To collaborate with the Director of Corporate Resources and Chief Accountant in managing the annual budgetary control and monitoring cycle, providing a comprehensive budgetary control service to London Councils. This role involves assisting in the annual budget setting process, maintaining a three-year rolling financial plan, and ensuring compliance with procurement and financial regulations. The role will also support the annual final accounts closure process by preparing working papers that contribute to the financial statements and facilitate the external audit.

### **Key Responsibilities:**

#### **1. Budgetary Control and Financial Planning:**

- Develop and maintain effective budgetary control over London Councils' activities.
- Assist in preparing the annual detailed revenue budgets and associated reports for the three funding streams.
- Prepare the three-year medium-term financial strategy in line with strategic objectives.
- Prepare the annual salaries budget, ensuring alignment with staffing structures, organisational priorities, and financial planning assumptions.
- Prepare annual central overhead charges, ensuring accurate allocation of corporate costs across funding streams and projects in line with agreed methodologies.
- Collaborate with other teams to prepare and manage budgets for external projects hosted by London Councils.

#### **2. Financial Reporting and Analysis:**

- Provide monthly financial information to Directorate staff, including detailed budget breakdowns.
- Monitor and research data to ensure budgets reflect current and projected service demands.
- Manage the preparation of monthly salary forecast reports for senior review.

- Assist in preparing quarterly forecasts of overall projected income and expenditure for the three funding streams and the externally funded projects, hosted by London Councils.

### **3. Variance Analysis and Financial Advice:**

- Examine monthly financial information, compare actuals against budgets, and explain significant variances.
- Recommend corrective actions for budget variances.
- Provide regular financial advice to officers of all levels, on financial implications of proposed developments.
- Advise on procurement matters and ensure compliance with procurement regulations and London Councils Financial Regulations.
- Draft financial implications of operational, policy and project decisions for committee reports.

### **4. Year-End Final Accounts Closure Process**

- Prepare and reconcile year-end expenditure and income to ensure accuracy and completeness of financial records.
- Reconcile and validate staff cost allocations, ensuring alignment with payroll data and budgeted positions.
- Prepare and process year-end accruals, prepayments, debtors, deferred income and transaction classification ensuring appropriate documentation and justification.
- Assist in the preparation of working papers and schedules to support the production of the Statement of Accounts.
- Liaise with internal stakeholders and external auditors to provide evidence and explanations during the audit process.

### **5. Training and Support:**

- Provide support and training to staff on devolved budgetary control and other finance-related areas.
- Develop and maintain financial information models for budget holders.

### **6. Regulatory and Audit Liaison:**

- Review and recommend amendments to Financial Regulations.
- Monitor externally funded projects and prepare grant claims.
- Act as a liaison for external auditors during the annual accounts audit.

### **7. General Duties:**

- Support and assist the Director of Corporate Resources and Chief Accountant with ad-hoc requests as required.

- Contribute to the development of customer service standards and implement them within the area of responsibility.
- Support and comply with equality and quality standards.
- Undertake relevant training activities for continuous professional development.
- Support the delivery of London Councils' Shared Ambitions and strategic objectives.
- Promote London Councils' values.

**Note:**

This job description may be subject to review in light of changing circumstances. It is intended to provide clarity on the accountabilities of the post-holder. Other duties appropriate to the grade may be assigned as necessary.

Last updated: 8 August 2025