

## PERSON SPECIFICATION

**Job Title:** FINANCE BUSINESS PARTNER

**Division:** Corporate Resources

**Grade:** Band D

*Listed below are the requirements needed to undertake this job. These will form a key part of the selection process. In addition all jobs with the Committee require satisfactory work performance and a good attendance record together with good standards of conduct and personal behaviour. Evidence of these will be sought as part of the selection process.*

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### Qualifications

1. Fully qualified member or finalist of a recognised CCAB accountancy body (including CIMA).

### Experience

2. Proven experience of preparing and monitoring of budgets within a complex medium or large organisation.
3. Proven experience in supporting budget holders in understanding and managing their budgets, developing accurate outturn forecasts, and implementing corrective actions to ensure financial performance remains within approved budgets.
4. Proven experience of identifying and evaluating the financial implications of strategic policy decisions.
5. Proven experience of using software applications such as Excel to produce financial models to be used in decision making and high level statistical analysis.
6. Proven experience of establishing financial systems and procedures to ensure effective financial controls.
7. Proven experience in analysing and interpreting complex regulations, including procurement regulations, financial regulations, legislation, and accounting standards, with a strong awareness of their implications for a local government body.
8. Proven experience in the preparation of reports for presentation to Senior Officers and Elected members.

9. Proven experience of using computer based accounting software systems such as Oracle.
10. Proven experience of dealing with external and internal auditors.
11. Experience of working in a Local Authority would be desirable.

#### **Knowledge and skills**

12. Detailed knowledge of the CIPFA codes for local authority accounting and service reporting.
13. An understanding of public contract procurement regulations.
14. Expert working knowledge of Microsoft software applications including Excel, Word and SharePoint.
15. Ability to analyse financial and statistical data and provide meaningful interpretation.
16. Ability to develop and apply innovative solutions to improve working practices, service delivery and respond positively to changing circumstances.
17. Ability to provide technical accounting advice to non-finance colleagues.
18. Ability to communicate effectively both orally and in writing, tailoring the delivery of advice and information to the audience.
19. Ability to manage conflicting priorities and meet tight deadlines in a busy and fast changing environment.
20. Ability to develop effective working relationships with colleagues and stakeholders and work as part of a team.
21. A willingness to take on new challenges and a commitment to continuous professional development.

#### **Contractual obligations**

22. Strong personal commitment to London Councils' Equal Opportunities Policy.
23. A duty to behave in a way that reflects well on London Councils, working at all times within the law and according to London Councils policies, procedures and regulations, including the Data Protection Act;

Last updated: 8 August 2025