


Policy and Resources (Vacancy Monitoring) Sub-Committee

Request to Fill a Vacancy Graded NLC12 and Above

Service: Regeneration & Environmental Services	Division: Environment and Estates
Section: Finance and Technology Solutions	Post: Business Partner (Financial Development) (Temporary) (7 hours per week)
Grade: NLC14	Essential Qualification: CCAB Qualification
Date vacancy occurred: 25 September 2015	Current Salary Scale: £39,816 - £44,598 pro rata
Reason for vacancy: Employee offered a temporary post in another Service for a period of approximately 1 year.	
What are the consequences of not filling this post? The post is essential in ensuring the continuity of service provision.	
What alternatives to filling the post have been considered and why is it considered that these alternatives are not appropriate? There are no alternatives available and there is a risk that the current requirement for accurate and timeous financial information will not be met.	
The following documents are enclosed with this form: (✓)	
1. Job Description	<input checked="" type="checkbox"/>
2. Organisational Chart (detailing location of post in structure and including number of posts at same level)	<input checked="" type="checkbox"/>
I confirm that, for the reasons set out above, that the filling of this vacancy is considered essential.	
Signature Executive Director: 	Date: 07.10.2015
Human Resources use: Date of Vacancy Monitoring Sub-Committee _____ APPROVE / NOT APPROVE / CONTINUE	

North Lanarkshire Council

Job Description

Service:	Regeneration and Environmental Services
Division:	Finance & Technology Solutions
Job Title:	Business Partner - Financial Development
Responsible to:	Business Service Manager – Finance & Technology Solutions
Grade:	NLC14

Job Outline:

Responsible to the Business Service Manager – Finance and Technology Solutions for the designing, implementing and managing Financial Development solutions to ensure that high quality professional services are delivered that maximise the resources available to meet the needs of services and support the delivery of positive outcomes for customers and service users.

Principal Accountabilities:

- Financial Strategies, policy, planning, analysis, accounting and reporting.
- Revenue estimates & monitoring
- Capital Programme
- Accounts and Information
- Strategic funding
- Commitment Accounting
- Variance Analysis
- Costing systems
- External Finance
- Compliance with financial regulations

Main Duties and Responsibilities:

1. Contributing to and assisting in the preparing and presenting of information for relevant committees and providing legislative, professional or technical advice as necessary.
2. Representing the Executive Director of Environmental Services and the Council as necessary for the achievement of organisational priorities and policies, including contributing to and attending external groups and agencies such as conferences, seminars, meetings, public enquiries, tribunals and government departments.
3. Playing a full and active part in the corporate approach to the overall running of Council services, ensuring, through the Executive Director of Environmental Services and in conjunction with other Officers, the effective and efficient implementation of Council priorities and policies and the effective deployment of resources to this end.
4. Assisting in the implementation of major policy and change initiatives and programmes particularly social, economic, environmental and sustainable development proposals in the general interests of the Council and its communities.
5. Keeping under review all aspects of service policy and practice, identifying and implementing initiatives and programmes to enhance performance and co-ordinate and evaluate progress against agreed outcomes.
6. Preparing and implementing a service management plan which reviews performance, establishes the needs, requirements, objectives and sets out a forward programme of key tasks and performance targets for Financial Development.
7. Demonstrating commitment to the aims of the management team and working collaboratively across the organisation to help achieve service and corporate objectives.
8. Ensuring compliance with legislative requirements in relation to best value and achieving continuous improvement.
9. Developing and implementing approaches to workforce planning and organisational development that enable change across the organisation in terms of working culture and employee capability reflecting best practice and meet the needs of the organisation.
10. Assisting in the preparation of the forward expenditure plan and annual bids for capital expenditure consents and such strategy papers as the Council may require.
11. Accountable for the preparation and effective management of relevant budgets and for ensuring adequate monitoring, reporting and control arrangements.

12. Making the most effective use of available financial resources and, where possible taking remedial or pre-emptive action to address problems and maximise income.
13. Ensuring appropriate compliance and procurement arrangements, in terms of negotiations, tenders and contracts.
14. Maximising available and appropriate external funding opportunities.
15. Contributing to the establishment of a strategic framework for the provision of services which is business led, customer focused, provides value for money and embeds a culture of continuous improvement.
16. Ensuring staff within the Financial Development team have access to and/or receive a) adequate and appropriate management and direction, b) training, mentoring, coaching and skills development, c) performance review and feedback, and d) appropriate systems of communication and consultation.
17. Implementation, monitoring and developing the Council's equal opportunity arrangements for Financial Development in a way that values and promotes diversity and respects individual differences.
18. Ensuring all duties and responsibilities for the Financial Development function are fulfilled in terms of the Health and Safety at Work Act 1974.
19. Undertaking such delegated duties as may be decided by the Council and such other duties as may be required by the Business Service Manager – Finance & Technology Solutions.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

Finance and Technology Solutions

Executive Director of Regeneration and Environmental Services

Business Service Manager (Finance and Technology Solutions)
NLC17 (1 FTE)

Business Partner (Financial Development)
NLC14 (0.8 FTE and 0.2 FTE)

Portfolio Manager
NLC12 (5 FTE)
Budget Monitoring Officer
NLC11 (1 FTE)

Accountancy Assistant
NLC9 (6 FTE)
Regeneration Support Officer
NLC7 (1 FTE)

Finance Recharge Assistant
NLC6 (1 FTE)