

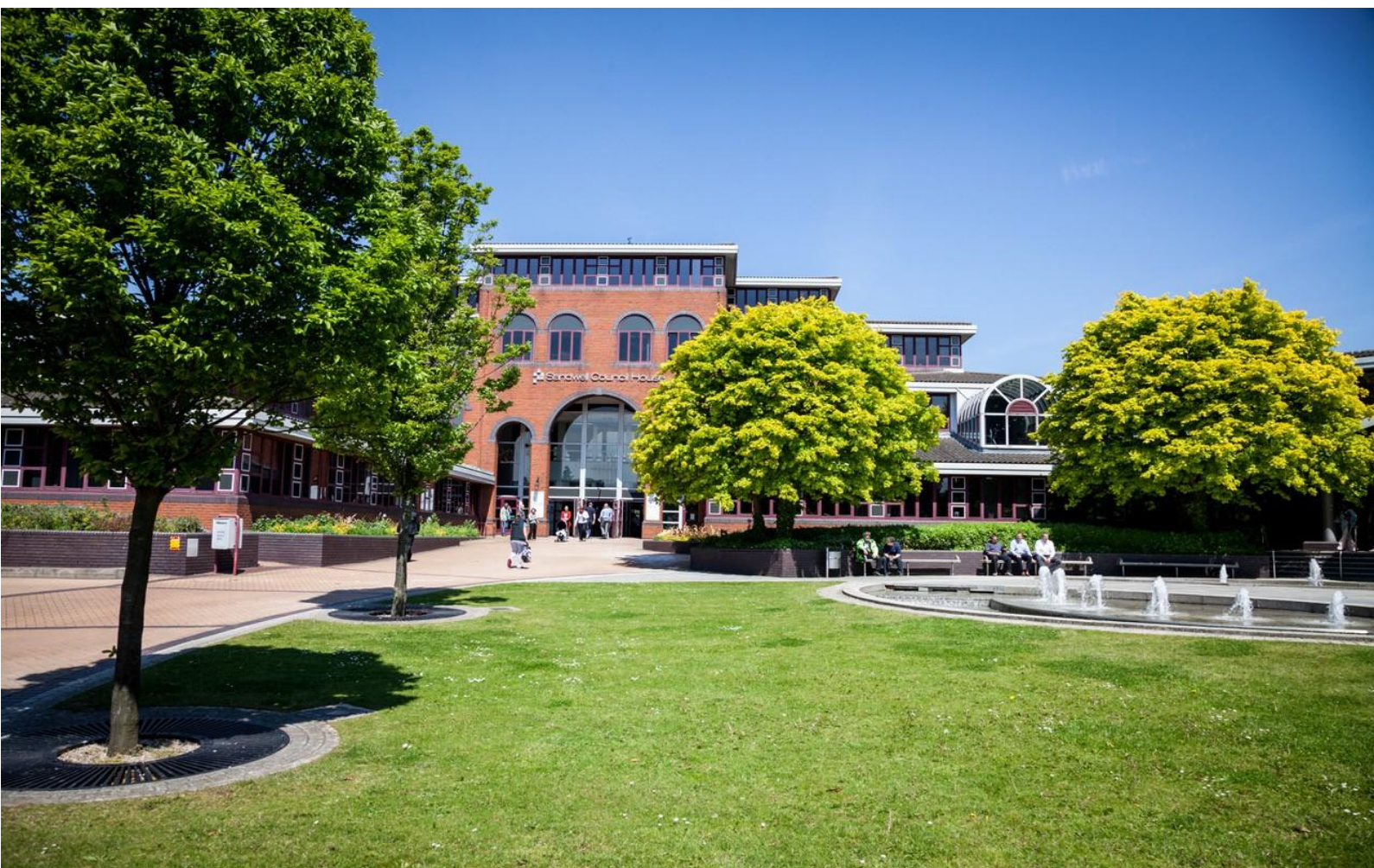


SANDWELL

Finance Business Partner – Housing and HRA

Candidate Pack

RB42299 | £55,609 - £59,025 per annum



*Recruitment led by retained search agents, **Robertson Bell***



Introduction

Sandwell Council is partnering with Robertson Bell in the recruitment of a Finance Business Partner Housing Revenue Account (HRA) on a permanent basis. This is a critical role within the Finance and Transformation directorate, providing dedicated business partnering support to Housing services and overseeing the financial sustainability of the Council's Housing Revenue Account.

This role sits at the heart of one of the most important financial areas within the organisation. You will play a key role in supporting Housing leaders to navigate significant financial pressures, while helping shape a sustainable future for one of the largest HRAs in the country.

The Organisation

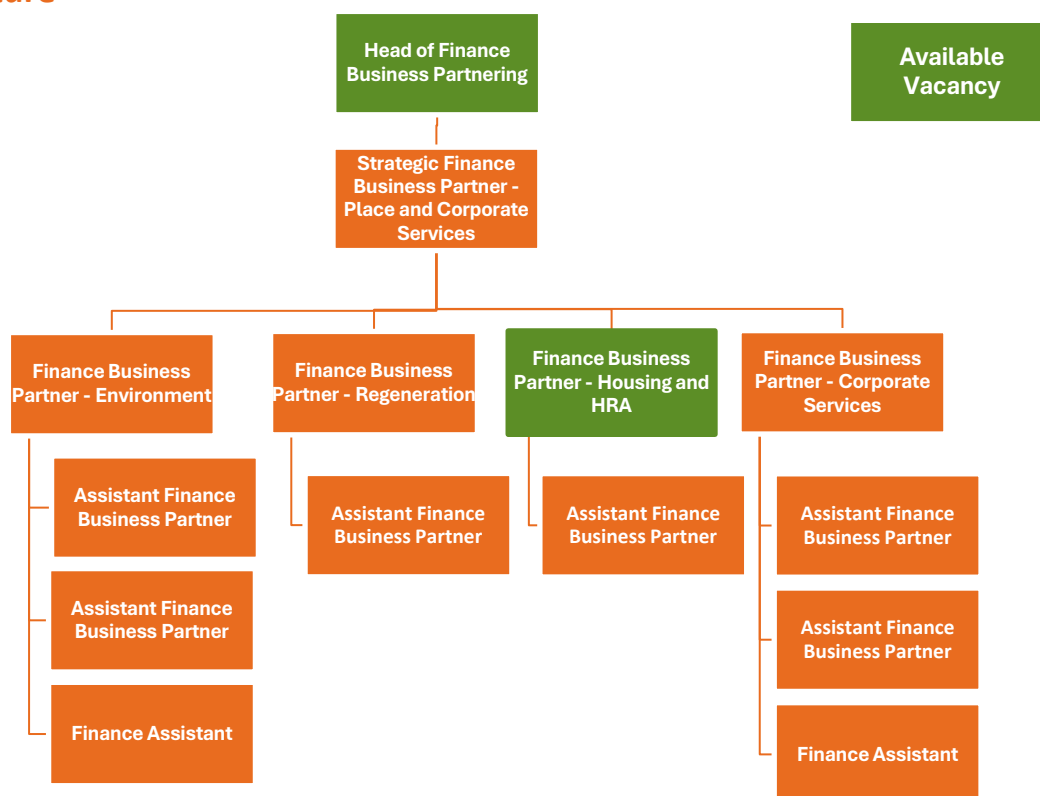
Sandwell is a metropolitan borough in the Black Country, made up of six towns – Oldbury, Rowley Regis, Smethwick, Tipton, Wednesbury and West Bromwich.

Located in the West Midlands, Sandwell borders Birmingham city, Dudley borough, Walsall borough and Wolverhampton city. The borough has excellent access to the national motorway network with five junctions feeding into the M5 and M6 motorways serving the South West, South East and North West regions of the UK.

Sandwell also benefits from a mainline train station – Sandwell and Dudley and the Midland Metro. The borough has 1,200 hectares of parks, playing fields and local green space, and over 30 miles of canals.

Sandwell Council is on a powerful journey of improvement and transformation. Having become the fastest council ever to exit intervention, and shortlisted for *Most Improved Council* at the 2025 LGC Awards, they are proud of the progress they're making and the direction they're heading. The Finance team is growing and ambitious, with a strong focus on learning and development, supporting colleagues to build rewarding careers while helping shape outstanding public services. As they work towards becoming a CIPFA-accredited employer, this is an exciting time to join a team that values talent, invests in people, and is committed to excellence.

Finance Structure





Job Description

Post	Finance Business Partner – Housing and HRA
Responsible to	Head of Financial Business Partnering
Advert Reference	RB42299
Contract Type	Permanent
Service Area	Finance
Salary	£55,609 - £59,025 per annum
Location / Base	Hybrid working with requirement of 2 days per week in office (minimum)

Job Summary

The Business Partner will work alongside the Head of Financial Business Partnering to ensure the effective financial management of the services under the remit of the post and provide financial advice and challenge to support delivery of services and achievement of Corporate Plan objectives.

The postholder will play a key role in supporting the Council's change and transformation activities by providing strategic financial advice and guidance and offering innovative and creative solutions.

The role is also responsible for co-ordinating the annual budget setting and closure of accounts processes under the guidance of the Head of Financial Business Partnering for the services under the remit of the post.

Current Duties and Responsibilities

- To take ownership of management responsibilities within the service area and deliver the objectives and priorities of the Council, through engagement, consultation and negotiation with all stakeholders, utilising highly developed skills of persuasion.
- To maintain and develop professional knowledge, skills, and experience to further enhance service delivery and support colleagues both within the service area and Council wide.
- To have a detailed understanding of relevant legislation and underlying concepts and principles of Local Government Finance.
- To support the Head of Financial Business Partnering in the motivational leadership of teams ensuring clarity of direction, effective communication and the development of employee's full potential. This will include deputising for the Head of Financial Business Partnering where appropriate.
- Work closely with the Head of Financial Business Partnering to lead the financial planning and budget setting process for the services within the remit of the role.
- To provide strategic financial advice to Directorates to influence decision making and support service delivery and improvements.
- To ensure that appropriate financial procedures are in place and that the Council's Financial Regulations and Budgetary Framework operate effectively and work with service areas to address any areas of weakness. To highlight to the Head of Financial Business Partnering where this is not the case.
- To report the financial performance of services to the relevant Directorate Leadership Team monthly, and support budget holders to identify mitigating actions for any budget pressures.



- To take an active role in the Council's savings and transformation plans, providing appropriate advice and challenge, including providing financial modelling and reviewing business cases.
- To lead on year end processes for the services under the remit of the role and contribute towards the corporate closure of accounts.
- To undertake detailed research and analysis to support all the service area activities.
- To devise and implement creative and innovative solutions to a wide range of challenges.
- To support the Head of Financial Business Partnering with annual Business Planning to achieve objectives and service improvement.
- To support the Head of Financial Business Partnering with annual Business Planning to achieve objectives and service improvement.
- To support the Head of Financial Business Partnering on service development the service area ensuring that both strategies and services are fit for purpose and are future proofed (as much as possible) against changing circumstances.
- Work within broad functional policies and objectives.
- To produce and present accurate detailed and complex reports, articles and briefings both verbally and in writing on matters relating to the service area. This will often involve delivering potentially contentious communications to a wide range of audiences.
- To have highly developed time management skills that will ensure the compliance to demanding and challenging timescales.
- To adopt a collaborative, supportive, and challenging and, where appropriate, hands on approach, in providing advice, support and guidance on both established internal policy and external regulations or legislation to colleagues across the Council and to partner organisations.
- To hold regular performance management meetings with individuals to review performance and delivery of objectives within agreed timescales.
- To be proactive in implementing effective remedial actions to ensure all finance service objectives are delivered on time and within budget. The role will also be instrumental in providing financial advice linked to remedial actions around delivery of objectives for the service area which they support.
- To participate in the operation of the Council's Appraisal Scheme.
- It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and also the Equalities Act 2010.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.

Person Specification

Qualifications

- CCAB Qualified with evidence of Continuing Professional Development.

Essential Experience

- A minimum of 3 years relevant experience in a finance role with preferably some in a Local Government setting:
 - Direct experience of managing teams.
 - Experience of managing tasks involving others.
 - Experience of supporting managing budgets.
- Experience of managing and developing individuals and teams to deliver the outcomes of the Directorate Business Plan and Corporate Plan.
- Experience of effective financial management and delivering financial advice at a strategic level across services.



- Experience of building effective partnerships, negotiating and consulting with internal and external stakeholders.
- Experience of working with general and or occasional guidance

Desirable Experience

- Some experience of commercial management

Training

- Facilitation skills and Interpersonal and Communication skills and Presentational skills.
- Training in the Council's financial systems and processes.
- Keeping up to date with Local Government Finance and Accountancy regulations

Essential Special Knowledge

- Detailed understanding of underlying concepts and principles of the specific area within which this job operates.
- Knowledge of and ability to utilise Microsoft Office based packages (e.g. PowerPoint, Excel, Word).
- Knowledge of and ability to use financial systems.

Desirable Special Knowledge

- An understanding of the workings of a local authority and how it operates at a corporate and community level.

Circumstances (personal)

- Ability to attend evening meetings if required.
- Ability to travel to all parts of the borough.
- Flexibility and willingness to work with changing and conflicting demands.

Values & Behaviours

- Ability to work well with others at all levels within the organisation.
- A confident, outgoing, enthusiastic and tenacious approach to work.
- A creative thinker who is able to challenge the thinking of others.
- To adopt a flexible working style to manage across a broad range of areas and projects within the service area as required. Working in collaboration with other team members and contributing to all activities.
- Ability to motivate and influence others at all levels through positive relationships.
- Ability to work flexibly across areas of diversity.

Practical and Intellectual Skills

- Ability to communicate at all levels through an approachable manner.
- Ability to present complex information verbally, in writing or numerical format to a high standard to a variety of audiences.
- Able to present a positive image of the service and the Council.
- Ability to manage own time effectively and to work to defined deadlines.
- Able to grasp complex and difficult concepts quickly and interpret them effectively.
- To have highly developed time management skills that will ensure the compliance to demanding and challenging timescales.
- Has an innovative and analytical approach to problem solving.

Benefits

We really value the hard work and commitment of our employees, which is why we offer lots of benefits to suit different work and personal circumstances and a working environment that encourages and inspires excellence. Here's what's on offer if you work at Sandwell Council:

- An Exclusive Employee Benefit Retail Discount Portal.



- Phones and Computers.
- Salary Sacrifice.
- Minimum of 31 Days Annual Leave Entitlement (Including 2 Extra Statutory Days Over Christmas).
- Additional Annual Leave Upon Completion of 5 Years' Service (Increase to 36 days).
- Annual Leave Purchase Scheme.
- Free Support via an Employee Assistance and Counselling Service.
- Access to the Local Government Pension Scheme.
- Flexible Working (Flexi Time Scheme).
- Smart Working.
- Car Parking.
- Cycle to Work Scheme.

The Application Process

Please find out more and apply by visiting our dedicated microsite online here, in line with the timescales below. Please submit a CV to our retained search agent, Robertson Bell. Applications will be under continuous review before the closing date, so please submit your CV ASAP to avoid disappointment!

<i>Application Closing Date</i>	Sunday 1st March 2026
<i>Shortlist Delivery</i>	Thursday 5th March 2026
<i>Interview Dates</i>	Week commencing Monday 16th March 2026

For further information contact our team at sandwellcouncil@robertsonbell.co.uk or 0203 824 7100.