

## Role Profile

Role Details			
<b>Role Title</b>	<b>Business Partner</b>	<b>Section</b>	<b>Finance</b>
<b>Division</b>	<b>Finance</b>	<b>Report To</b>	<b>Business Partner Lead</b>
<b>Grade/Salary</b>	<b>SCP 45-48</b>	<b>Date Completed</b>	<b>17.10.25</b>
Company Overview			
<p>City Building provides a range of repairs and maintenance, manufacturing, construction and refurbishment activities for Glasgow City Council and Wheatley Housing Group's citizens and customers as well as other public, private and third sector organisations.</p> <p>City Building operates both the largest construction craft apprenticeship programme in Scotland, and Royal Strathclyde Blindcraft Industries (RSBi), one of the largest supported manufacturing businesses in Europe, around 200 people, more than 50% of whom have a disability.</p> <p>Our accreditations include, ISO45001, ISO 14001 and ISO 9001:2015. We are current recipients of a Queen's Award for Enterprise Promoting Opportunity and Investors in Young People Platinum award. Both these accolades recognise our focus on investing in and growing a skilled staff base.</p>			
Our Values			
<p><b>Excellence:</b> to deliver quality in everything we do.</p> <p><b>Honesty:</b> to be open, honest and transparent with all stakeholders, promoting partnerships and sustainability.</p> <p><b>Trust:</b> to be trusted by our employees, clients and partners.</p> <p><b>Inclusion:</b> we are a welcoming, diverse and supportive organisation, that supports all to reach their full potential by building trust.</p> <p><b>Community:</b> to play an important role in the communities of Glasgow we serve. Providing first class services together with jobs and training opportunities for local people.</p> <p><b>Ambition:</b> to build a culture of excellence, through continuous improvement to deliver outstanding services for all of our customers. All whilst being an employer of choice within the city providing high quality and skilled jobs</p>			
Our Vision			
<p>Our residents, customers and partners will recognise us as delivering outstanding levels of customer focus, quality and value. We will play a key role in supporting our members to address our common priorities through our unwavering focus on resident/customer resident satisfaction, resident/customer value and resident/customer trust. In doing so we will be recognised by our residents, customers and partners as playing a significant role in making Glasgow a great place to live.</p>			

## Role Summary

The Business Partner is a key member of the Business Partnering Team within City Building. Working alongside the Business Partnering Lead and Senior Business Partner, you will be part of an integrated and professional finance team, delivering the highest level of financial management consistent with the business objectives. You will be responsible for contributing to the delivery of Business Partnering for Finance to the organisation, deputising for the Business Partnering Lead as required.

This team will be the key liaison with operational teams, providing strategic financial insights, analysis, and support to drive business performance. The role combines financial expertise with a deep understanding of the organisation's objectives to influence decision-making and deliver value-added financial planning and analysis.

Responsibilities include: -

- You will develop a good understanding of the business and the industry it operates to support delivery of an exceptional financial management service consistent with business objectives.
- Assist with the production of financial performance reporting including the provision of technical advice and guidance on financial performance and forecasts to identify and monitor risks, opportunities and efficiencies to minimise the financial impact on the business and increase operating returns.
- Assist with the development and delivery of the annual business planning and financial strategy including develop, understand and influence the cost and income drivers relevant to the business.
- Assist with the production of statutory annual accounts ensuring compliance with the relevant accounting requirements.
- Undertake regular reviews of the profit and loss account to identify trends, efficiencies, cost-saving opportunities, and potential areas for income generation. Provide insight and recommendations to support strategic decision-making and financial sustainability.
- Provide advice and guidance on operational finance and governance matters to Heads of Service and Operational Managers in a time critical manner.
- To participate in the implementation of business change and business case development across the organisation ensuring that objectives are achieved, and resources are secured and organised.
- Stakeholder engagement and coaching of all budget holders in understanding the impact of their financial results and forecasts in order to manage their business more effectively and manage within budgeting limits.
- Ensuring compliance with all relevant legislation and engaging and liaising with external regulatory authorities and stakeholders.
- Liaise with a range of key stakeholders including external providers, commissioners, funders, external reporting and compliance team and managers at all levels within the organisation.

A key part of this role will be to bring influence on business decisions to ensure immediate and longer-term financial implications, opportunities and risks are fully considered; and promote and deliver good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.

*At the date of preparation this role profile provides a comprehensive overview of the position. It is not an exhaustive list of all possible duties, and it is recognised that this role may evolve over time. Consequently, this is not a contractual document, and the post holder will be required to perform any other duties to the equivalent level that are necessary to fulfil the purpose of the job.*

<b>Role Outputs</b>	
<b>Role Output:</b>	<b>Includes the Requirement to:</b>
Developing and Implementing Organisational Strategy	<ul style="list-style-type: none"> <li>Support a process of regular in year reporting and forecasting, reporting progress to the Head of Finance (Internal Reporting and Transactions) with financial reports on all aspects of the operational budget.</li> <li>Work collaboratively with the Executive Management Team and Operational Managers to achieve the objectives of the organisation.</li> <li>Contribute to the development of medium and long-term financial strategy, through future cost modelling and incorporation of costing for future service developments considering uncertainty and risk factors.</li> </ul>
Financial Strategy	<ul style="list-style-type: none"> <li>Support the Business Partnering Lead on the delivery of the financial strategic plan for the income and expenditure account and annual revenue budget.</li> <li>Production and support of the organisations financial plans in terms of processes and outcomes ensuring compliance with relevant regulations, local and national requirements to timescales.</li> <li>Provide advice on policy, legislative and accountancy developments.</li> <li>Liaise and provide finance advice and guidance on aspects of planning and performance within City Building.</li> </ul>
Communication and Relationship	<ul style="list-style-type: none"> <li>Clear and persuasive communication will be required across a range of settings, from one-to-one discussions to presentations for larger groups, such as team or operational meetings.</li> <li>To advise and where necessary positively influence senior managers and operational teams over complex and sensitive financial issues and to ensure that robust financial systems and the required level of support are available to them to achieve required financial targets and to provide guidance on financial issues and ensure financial objectives are being met.</li> </ul>
Value for Money/Safeguarding Public Money	<ul style="list-style-type: none"> <li>Assist in the delivery of a comprehensive financial management system for City Building, acting on behalf of the Business Partnering Lead when required.</li> <li>Monitor financial implications/consideration of best value.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>To carry out work in accordance with the Health and Safety at Work Act 1974</li> <li>To ensure that all Health and Safety requirements are adhered.</li> <li>Report all Incidents and Accidents at the earliest opportunity.</li> <li>Ensure a safe working site at all times.</li> <li>Ensure wellbeing is a priority.</li> </ul>
Compliance with professional, regulatory, statutory, and corporate requirements.	<ul style="list-style-type: none"> <li>Comply with and implement all City Building Policies and Procedures.</li> <li>Act ethically and with integrity.</li> </ul>
General	<ul style="list-style-type: none"> <li>Attend all Training, Meetings, Reviews, and Toolbox Talks assigned to your role.</li> <li>Complete all compulsory GOLD and Safety Media training for your role.</li> <li>Establish, develop, and maintain effective working relationships with all work colleagues, clients, and stakeholders</li> </ul>
<b>Key Behaviours and Competencies</b>	
<b>Our Head of Finance will demonstrate the following behaviours and competencies:</b>	
<b>Behaviours and Competencies:</b>	<b>Includes the Requirement to:</b>
Decisions and Judgement	<ul style="list-style-type: none"> <li>The post holder is expected to work autonomously using a degree of initiative and is required to interpret policies and</li> </ul>

	<p>strategies, seeking support where required, to ensure that all commissioning and resource implications are considered within the planning of the organisation.</p> <ul style="list-style-type: none"> <li>– The post holder will provide advice, support and guidance on financial matters to the management and operational teams supporting financial frameworks and governance arrangements.</li> <li>– Analytical and judgemental skills are required to deal with complex facts or situations, which require the analysis, interpretation and comparison of a range of options. Examples include: <ul style="list-style-type: none"> <li>• Modelling cost trends and impact across the organisation factoring in local and national data.</li> <li>• Assessing the impact of service redesign including cost efficiency and savings programmes.</li> <li>• Contribute to the delivery of the financial component of a comprehensive and coherent performance management system, facilitating real performance improvement across City Building, reducing duplication and delivering excellence in governance.</li> <li>• Deliver professional, consistent and appropriate financial support across City Building, in line with statutory accounting guidance and regulations.</li> <li>• Plan activities to ensure that monthly, quarterly and annual deadlines are met.</li> </ul> </li> </ul>
Communication and Relationships	<ul style="list-style-type: none"> <li>– To ensure effective liaison and working relationships with all financial functions within City Building, Glasgow City Council and Wheatley Housing Group.</li> <li>– Contribute to the delivery of a robust and effective finance service with key service delivery units from partner organisations and within City Building.</li> <li>– Good communication skills, both oral and written with ability to provide financial information and advice at the appropriate level.</li> <li>– The post requires good relationship skills to enable highly complex information to be shared and a course of action to be agreed with group members/senior managers.</li> </ul>
Systems and Equipment	<ul style="list-style-type: none"> <li>– Assist with the continued development of reporting processes and systems within Financial and Performance Management to ensure efficient and effective reporting.</li> <li>– MS Office packages (Word, Excel, PowerPoint and Outlook)</li> <li>– Experience in the use of financial ledger systems to support financial performance reporting and forecasting for the organisation.</li> <li>– Use of a computer for analysis, interrogation, preparation of financial reports and controls and communications/emails.</li> </ul>
Assurance and Scrutiny	<ul style="list-style-type: none"> <li>– Assist in the delivery of the preparation and completion of the annual closure of the accounts and the production of the annual financial statements, ensuring compliance with statutory requirements.</li> <li>– Support the external audit of the financial statements and liaising with auditors during this process.</li> </ul>
Ongoing Training and Professional Development	<ul style="list-style-type: none"> <li>– Complete all necessary training.</li> <li>– Be open to mentorship and guidance for improvement from more experience colleagues.</li> </ul>
Trust and Confidentiality	<ul style="list-style-type: none"> <li>– You must ensure that any sensitive information is handled confidentially and responsibly.</li> <li>– Build and maintain trust with management, clients, and trade</li> </ul>

	operatives by consistently handling confidential matters with professionalism and respect.
Ethical and Professional Integrity	<ul style="list-style-type: none"> <li>– Able to demonstrate honesty and transparency in all professional dealings.</li> <li>– Adhering to high ethical standards, maintaining the reputation of the organisation, and ensuring the confidentiality of sensitive information.</li> </ul>
<b>Person Specification</b>	
<b>Knowledge and Attributes:</b> <ul style="list-style-type: none"> <li>– Knowledge of the development agenda facing City Building</li> <li>– Knowledge of tools and techniques for strategic financial support and development</li> <li>– Critical appraisal skills</li> <li>– Highly effective numeracy/data interpretation</li> <li>– Good communication and inter-personal skills, including sensitivity, tact and political astuteness</li> <li>– Honesty, integrity and with high professional standards</li> <li>– Self-starter</li> <li>– Values driven</li> <li>– Team player</li> <li>– Ability to manage competing work priorities and plan resources for the delivery of outcomes within agreed timescales</li> <li>– Ability to work on own initiative</li> <li>– Record of continuous professional development (CPD)</li> </ul>	
<b>Requirements</b>	
<i>Qualifications/Licence/Certification/Experience level...</i>	
<b>Essential</b> <ul style="list-style-type: none"> <li>– Degree or equivalent level qualification relating to Finance</li> <li>– Knowledge of financial and accounting procedures and experience of working in a finance function within a complex business environment</li> <li>– Experience of presenting ideas and proposals effectively to other people and be able to use good arguments to successfully persuade other people</li> <li>– Membership of a CCAB professional body, CIMA or overseas equivalent</li> <li>– Evidence of continuing, relevant, professional and personal development</li> <li>– Experience of assisting in the production of annual accounts for a complex organisation</li> <li>– Ability to interpret legislative requirements and apply technical issues</li> <li>– Ability to understand and utilise large volumes of complex data to support business performance</li> <li>– Experience of negotiating skills to influence and provide challenge to budget holders</li> <li>– Practical experience of applying relevant financial support tools</li> <li>– Experience of collaborative working that deliver results and support decision-making</li> <li>– Experience of working in a team environment</li> </ul>	
<b>Desirable</b> <ul style="list-style-type: none"> <li>– Evidence of knowledge and understanding of the strategic issues facing organisations such as City Building, Glasgow City Council, Wheatley Housing Group and other respective subsidiaries</li> <li>– Experience of working within a local authority or LLP</li> </ul>	
<b>Interdependencies</b>	
<ul style="list-style-type: none"> <li>– Executive Management Team</li> <li>– Senior Officers of Wheatley Housing Group, and Glasgow City Council</li> <li>– Senior Leadership Team</li> <li>– Divisional Managers/Operational Teams within City Building</li> <li>– Stakeholders such as auditors</li> </ul>	

### **Conditions**

Your normal place of work will be 350 Darnick Street, Glasgow G21 4BA, but City Building has the discretion to place you in any establishment within their control.

Your contracted hours of work will be 35 hours per week to be worked to suit the needs of the business.

You will operate at all times within the framework of the LLP terms and conditions and with due regard to all Health and Safety and welfare legislation.