

A photograph of a man and a woman in business attire sitting at a desk in an office. The man, wearing glasses and a blue shirt, is looking at a laptop. The woman, with curly hair and wearing a white blazer, is gesturing with her hands as if explaining something. The background shows a window with a view of a city.

# Diploma in Finance Business Partnering

# About the course

Central government has been championing finance business partnering in the context of its wider transformational agenda since its *Review of financial management in government* in 2013. It is now being embraced across the wider public sector as a radical alternative to the traditional finance role.

The Finance Business Partner (FBP) model offers a fresh way of meeting the numerous challenges faced by the public sector and is wholly supported by CIPFA.

It enables finance practitioners to use their expertise to advise and guide decision makers – giving them a better understanding of the financial implications of their operational and strategic policy decisions.

## Programme focus

The CIPFA Diploma in Finance Business Partnering focuses on the skills, knowledge and expertise required to operate effectively as an FBP. Blending on-line and classroom based training and using a range of methodologies and current best practice, it will enable you to:

- Support your organisation from both a strategic and operational perspective
- Maximise your influence and the professional support you can offer
- Maximise and enhance the relationship between finance and non-finance professionals across your organisation
- Place finance at the heart of decision making
- Develop a more commercial approach within your organisation.

## Who is the course aimed at?

The CIPFA Diploma in Finance Business Partnering is aimed at:

- Existing FBPs
- Those who have undertaken traditional finance functions but whose role now requires them to engage with and provide advice and support to service managers to promote effective decision making for better value for money.

## Duration

The CIPFA Diploma in Finance Business Partnering is completed over approximately 10 months. This includes:

- Four days of classroom learning
- Approximately 100 hours of additional work to complete course reading and assessment requirements.

## Your CPD

All CIPFA training counts towards your continuing professional development (CPD). If you are a CIPFA Chartered Member, you are required to undertake a minimum of 20 hours of relevant CPD activity each year as part of maintaining your professional competence and to develop skills and knowledge.

For full details visit: [www.cipfa.org/cpd](http://www.cipfa.org/cpd)



# Course outline

The course comprises a series of modules delivered over four days, as described below.

## Day one

### Module 1 – Finance Business Partnering

- An overview of the role of the FBP in the wider context
- The key skills and behaviours of an effective FBP
- The strategies required to successfully embed Finance Business Partnering within an organisation

### Module 2 – Commercial acumen

- The importance of commercial acumen and skills in the modern public services
- How public bodies are developing to become more commercial in their outlook and strategy
- The importance of the FBP role in supporting the move to a more commercial environment

## Day three

### Module 4 – Behavioural skills and emotional intelligence

- The behavioural skills and emotional intelligence needed to manage the relationship with internal and external clients to ensure the needs of all parties are met
- The importance of understanding organisational relationships

### Module 5 – Influencing skills: impact and presence

- The nature of influencing through partnerships and alliances in flatter organisations
- How to develop and use influencing skills at senior levels to improve your own and organisational effectiveness for win/win outcomes in a changing business environment

## Day two

### Module 3 – Organisational Strategy and Communicating with Impact

- How to develop an organisational strategy and shape a finance function to respond
- Using written and verbal presentation techniques that meet the needs of specific stakeholders
- How to create impact and presence when working with others at senior levels

## Day four

### Module 6 – Transformational change

- How to influence strategies for planning aimed at bringing about large scale, complex change programmes
- The key success factors and the risks that have to be managed, as well as the pitfalls, problems and challenges
- The process of transformational change and the practical planning and management of transformational change, using accepted models

## Assessment

For each module you will be asked to submit a written assignment in which you provide an analysis of the issues raised during each module and discussion on how you could apply the learning to your work place and into your own work practices.

Your assignments will be marked against assessment criteria which will be shared with you and your course tutors will provide support and guidance throughout.

## Accreditation

On successful completion of the modules and associated assessment, you will be awarded the CIPFA Diploma in Finance Business Partnering. The Diploma has been mapped as broadly equivalent to a level seven (post-graduate) qualification in relation to degree of challenge.

Accreditation will require participants to complete reflective activities on each workbook, and this will also be covered in the face-to-face sessions.

## CIPFA membership

On successful completion of the programme, you can apply for CIPFA Affiliate membership. If you're not already a CIPFA member, this is a great way to access a wealth of resources and networking opportunities.

To find out more and apply, click on 'Other professionals' at: [www.cipfa.org/join](http://www.cipfa.org/join)

## Pricing

Delegates pay **£2,750 + VAT**

A 10% discount is available to all CIPFA members. The course fees include:

- Tuition and all course materials
- Assessment, marking and moderation
- Certification

## How to book your place

Search for course dates and location details at:

[www.cipfa.org/fbp](http://www.cipfa.org/fbp) or

call +44 (0)20 7543 5600

## In house delivery

The programme can be delivered in-house at your location, saving you valuable time and money.

This is especially cost-effective for organisations interested in training a number of individuals or whole teams. It also allows us to tailor the course content to your organisation's unique needs and context.

For more information about running the programme in-house, contact us at: [InHouseTraining@cipfa.org](mailto:InHouseTraining@cipfa.org)

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I really found the course valuable, particularly the Communication, Emotional Intelligence and Influencing Skills modules. They definitely helped me to develop my emotional maturity and to look at and manage challenging situations differently, while the other three modules (Finance Business Partnering, Commercial Acumen and Transformational Change) have added to my existing knowledge, providing me with more clarity in my role and helping me to identify how I can add more value in the areas in which I work.

Debra Redhead-Allen, Housing Portfolio Manager,  
Greater London Authority

# About us

## Why train with CIPFA?

CIPFA has a long history of delivering outstanding training to finance professionals and public service leaders in the UK and across the world.

As the only professional body exclusively for people in public finance, we understand the market challenges and are committed to providing the best training and development tools to support practitioners at all levels of public service, throughout their careers.



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