

FINANCE BUSINESS PARTNER



School/Department:	Finance
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Grade:	9
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Reports to:	Assistant Director of Finance – Financial Planning & Analysis
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Responsible for:	N/A
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Job Summary and Purpose:	A strategic member of the Financial Planning & Analysis (FP&A) Team providing expert and comprehensive financial management information, advice, support and coaching to the University's Budget Holders and staff to inform fact-based decision making and enable them to achieve their strategic objectives.
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To contribute as a to the Finance Department strategic objectives through leading on agreed projects and policy developments.

1 KEY RESPONSIBILITIES

- To establish and maintain strong and effective professional working relationships with School/Department Leads providing advice, recommendations, business insight and financial modelling (including workforce planning) to ensure budgets demonstrate value for money, are well planned and realistic and comply with Financial Regulations, Policies and Procedures.
 - Support / identify value-adding opportunities around cost savings, increased profitability and business enhancement.
 - Ensure financial data in the finance system and the monthly Management Reports is accurate and up-to-date through effective management of the month-end closure within agreed published timetable. Present monthly reports to Department/School Leads ensuring variances are challenged and understood.
 - Build and develop strong working relationships with People and Culture Business Partners and other Business Partners to ensure a collaborative culture of customer-focused service delivery is maintained with the Schools and Departments.
 - Coach and develop Budget Holders to retrieve and interpret data and metrics from the finance system. Mentor and develop finance team members to support the promotion of financial awareness across the University.
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- Play a lead role in the continuous process/reporting improvement opportunities including feedback from University staff and Budget Holders, plus network and collaborate within the wider HE sector.
- Deputise for the Assistant Director of Finance either in meetings or presenting information to various forums and represent Finance in University initiatives or external collaborations.
- Act as a principal bank signatory on behalf of the University with delegated authority from the Director of Finance.
- Collaborate and ensure effective communication with Finance Systems and Payroll to coordinate action required on all reporting matters (e.g. coding, system enhancements and reporting format).

2 RESPONSIBILITIES OF ALL STAFF

- To undertake such other duties as are within the scope and spirit of the job purpose, the job title, and the grade.
 - Maintain and promote health, safety & wellbeing awareness and commitment within the framework of the University's Health, Safety & Wellbeing policy.
 - Take responsibility for health and safety of yourself and others in carrying out the duties of the role.
 - To promote equality, diversity and inclusion in your performance of your duties.
 - To actively participate in learning and development to meet the requirements of your role and the University.
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3 SELECTION MATRIX

Representative Knowledge, Skills and Experience – Grade 9

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| 1 | Degree level qualification, with some post graduate education such as a professionally accredited course, or equivalent experience acquired through a combination of vocational training and considerable on the job experience |
| 2 | Comprehensive knowledge and understanding of work practices, procedures, systems and equipment within specialist area as required to be able to advise others on their application and provide first line advice and guidance to customers |
| 3 | Detailed operational knowledge of functionality and capability of systems relevant to field of work, or detailed knowledge of service area |
| 4 | Working knowledge of the activities of other areas of the University relevant to the role |
| 5 | Experience of planning and progressing work activities using initiative and judgement without referring to senior managers |
| 6 | Proven communication and interpersonal skills |
| 7 | Proven analytical and problem-solving capability |
| 8 | Proven people management skills, e.g. performance, training and delegation |
| 9 | Sufficient financial training to be able to manage and monitor budgets |
| 10 | Project management training and experience |
| 11 | Clear understanding of the regulation and codes of practice required to ensure compliance within area of expertise |

Role Specific Knowledge, Skills and Experience

		Essential	Desirable	Used to shortlist
12	Comprehensive skills and experience in the production of management information and the provision of financial advice to Budget Holders and senior management. Operational knowledge and understanding of Budgeting, Forecasting, Variance Analysis, Workforce planning and costing	x		x

13	Working knowledge of advanced IT including MS Excel – e.g. pivot tables IF statements and V Lookups coupled with accounting systems e.g. Unit4 Business World	x	x
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Personal Attributes and Behaviours

14	Excellent and confident interpersonal skills, communicating with energy and enthusiasm using a variety of approaches including the ability to influence, persuade and challenge others	x	x
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15	Professional, well organised and pro-active to manage a demanding workload with the ability to work under pressure to achieve team and personal objectives	x	x
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Does the role require a DBS? NO