

Deputy Finance Business Partner - Financial Services - Grade H

Job Description

Purpose

Support the Finance Business Partner in Working in Partnership with the Budget Holders that report to one or more members of the Vice Chancellor's Group (VCG), supporting operational and tactical decision making with influential financial insight, backed up by relevant information that is analysed to assess impact on organisational value. Build trust with VCG leads and their delegated Budget Holders to ensure that corporate financial strategies are incorporate into local tactical plans.

Duties

1. Act as Finance Business Partner for nominated Budget Holders. This includes:
 - a. Serving as a member of the local Management Teams, holding the finance portfolio for the area
 - b. Working closely with the Budget Holders to ensure that due consideration is given to the financial implications of all decisions including modelling of costs and scenario planning
 - c. Appraisal of business cases, business change proposals and tender submissions from a finance perspective
 - d. Responsibility for ensuring that the Budget Holders adhere to Financial Regulations and recognises corporate financial strategy in their tactical and operations plans
 - e. Representing corporate finance in meetings and ensuring that consistent messages are given and received
 - f. Prepare and present information and analysis of the financial plans and performance of the budgets to the rest of the Senior Operational Management Team and the lead VCG member
2. Support the Finance Business Partner in providing Business Partnering support
3. Represent the Service at University Committees/working groups where relevant
4. Engage in external networks to ensure best practice
5. Deputise for Finance Business Partner as appropriate
6. Undertake any additional duties commensurate with the role and grade as determined by the line manager

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Strong track record of management reporting of financial information. (Application/Interview)

- Experience of providing financial analysis to both finance and non-finance managers (Application/Interview)
- Experience of budget setting in a complex organisation. (Application/Interview)
- Experience of designing and using complex spreadsheets and database tools to analyse financial data (Application/Interview)
- Passed finalist working towards a professional accountancy body membership (ICAEW, ACCA, CIMA, CIPFA or equivalent) (Application)
- Able to influence, challenge and implement change (Application/Interview)
- Able to devise and oversee work programmes to ensure delivery of objectives to tight deadlines while maintaining quality and effectiveness (Application/Interview)
- Confident communicator, able to influence senior managers in operational roles and strategic decision makers by building trust and confidence through demonstrated understanding of operational context. (Application/Interview)
- Good understanding of accounting principles; able to explain these so they can be easily understood by non-Finance managers. (Application/Interview)
- Excellent problem-solving skills, especially when applied to data analysis. (Application/Interview)
- Excellent IT skills, particularly in the use of financial information systems and spreadsheets, including advanced analytical techniques and data modelling. (Application/Interview)
- A strong motivator of staff, able to lead by example and delegate tasks and responsibilities effectively (Application/Interview)
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview)

Knowledge, Skills, and Behaviours (Desirable)

- Commercial Experience (Application/Interview)
- Experience of operating in a regulated sector (ideally, HE) (Application/Interview)
- Experience of using the Unit 4 Business World Financial Information System (Application/Interview)
- Fully Qualified member of a professional accounting body (ICAEW, ACCA, CIMA, CIPFA or equivalent) (Application)
- Educated to Degree level (Application)
- Knowledge of and ability to apply advanced data analysis techniques such as linear regression and interpolation. (Application/Interview)
- Confident presentational skills including ability to design and use presentational software (e.g. Microsoft PowerPoint). (Application/Interview)