

## Finance Business Partner - Financial Services - Grade I

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### Job Description

#### Purpose

Work in partnership with the Dean(s) or one or more academic Schools, 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 Deans to ensure that corporate financial strategies are incorporated into School tactical plans.

#### Duties

1. Act as the Financial Business Partner for nominated Schools. This includes:
  - a) Serving as a member of the School Senior Leadership Team, holding the finance portfolio for the School;
  - b) Working closely with the Dean to ensure that due consideration is given to the financial implications of all decisions at School level, 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 School adheres to Financial Regulations and recognises corporate financial strategy in its tactical and operational plans;
  - e) Representing corporate finance to the School and ensuring that consistent messages are given and received; and
  - f) Prepare and present information and analysis of the financial plans and performance of the School to the rest of the School Senior Leadership team and, when required, on behalf of the School to the Vice Chancellor's Group and/or University Board.
2. Support the monthly management accounts and reporting to deliver timely and insightful variance analysis to Dean(s) and budget holders (an inclusion in corporate reporting to PVC Academic and VCG).
3. Support the Annual Budget and Quarterly Forecasting processes and reporting to deliver timely and insightful variance analysis to Dean(s) and budget holders (and inclusion in corporate reporting to VCG and Board).
4. Support the Deputy Finance Business Partner in providing Business Partnering support to their Services.
5. Manage the Deputy Finance Business Partner, ensuring their workload is reasonable and supporting their development through professional study and Continuous Professional Development (CPD) as relevant.
6. Work with the Head of Financial Planning & Analysis and the rest of the team of Finance Business Partners to ensure that a consistent approach to the Finance Business Partnering service is observed across the organisation and that information is presented in a consistent and comparable way.
7. Represent the Service at University Committees/working groups where relevant.

8. Engage in external networks to ensure best practice.
9. Deputise for the Deputy Finance Business Partner as appropriate.
10. 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 managements (Application/Interview).
- Experience of working in complex multi-disciplinary environments (Application/Interview).
- Experience of budget setting in a complex organisation (Application/Interview).
- Experience of using Financial Information Systems (Application/Interview).
- Experience of designing and using complex spreadsheets and database tools of analyse financial data (Application/Interview).
- Experience of managing staff (Application/Interview).
- Fully Qualified member of a professional accounting body (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 by building trust and confidence through demonstrated understanding of operational context (Application/Interview).
- Able to influence strategic decision makers through written and verbal communication, supported by robust and transparent analysis of validated information (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 or 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).
- 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).