

## Senior Finance Business Partner

Job Ref: REQ210981

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### Finance Office Summary

The Finance Office includes c.45 colleagues who deliver financial support to the University. Teams within the department include Financial Accounts, Financial Management, Tax, Procurement and Financial Systems. The teams operate together to cover all aspects from transactional finance through to the development of the University's long-term financial plan and delivery of the £300m+ per annum revenue budget.

### Job Description

**Job Grade: Management and Specialist Grade 7**

#### Job Purpose

- To provide proactive, professionally qualified support and advice to designated portfolio (Schools, Professional Services and University wide budgets), in particular those of a large and complex nature, for the management of their devolved budgets; with a clear focus on ensuring the best use of resources.
- To contribute to the strategic and operational management of the departments and to assist with development and implementation of the departments' development plans and budgets.
- To provide robust, supportable challenge to senior managers and budget holders, demonstrating sound financial judgment.

#### Job Duties

##### Duties and Responsibilities

- Develop and manage relationships with budget holders and their senior management team to ensure that their needs are fully satisfied, playing a key role in delivering and developing departmental strategic plans. Undertake scenario planning and provide support for project development.
- Responsible for monitoring and reporting upon the financial position of the departments to relevant stakeholders using appropriate means of communication and methods of financial analysis, to ensure an effective budget management service is provided. Ensure, through careful monitoring, that the annual budget is not overspent and that value for money is achieved.
- Produce reports, analysis, and presentations in order to provide clear and useful information to budget holders and University senior management. Lead on reporting improvements to help budget holders and senior management in obtaining best value and best use of resources for the University.
- Attend key meetings, as a finance expert, to provide support and advice on an ad-hoc basis, preparing and presenting reports and/or analysis. Provide appropriate financial information to support decision making including the assessment of risk and identification of sensitivities.
- Provide professional challenge, support and advice, to balance operational priorities, University financial requirements and local performance aims/objectives, with a clear focus on obtaining best value and best use of resources for the University, identifying where appropriate areas that efficiencies can be realised.

- Be the first line of contact for queries of a financial nature from designated areas, advising them on financial processes, ensuring compliance with financial regulations, technical accounting and legal requirements and University policies and procedures. Identify areas for improvement and lead on changes in collaboration with colleagues across the Finance Office.
- Work in collaboration with the Financial Planning & Analysis team to ensure that departmental budgets are reflected in the overall University budget/forecasts, understanding how the designated departments are reflected within the University financial forecast.
- Produce information required by Financial Accounting colleagues for the closure of accounts and the preparation of the annual financial statements.
- Undertake duties, as may be required, in line with seniority of position, for example approval of transactions on the University banking system.
- Line management of Finance Business Partner as required, including day to day management and PDR/probation reviews.

### **Communication**

- Work as senior member of the Finance department and the departments' senior management team, liaising with members of the wider University.
- Ensure audit and corporate governance requirements of the University are maintained, adhering to all financial regulations.
- Network widely with all members of the management team while working closely with the team to ensure service objectives are achieved.
- Be the first line contact on any financial, statistical or administrative matter relating to the devolved budgets under management.
- Liaise with internal and external auditors as required.

### **Training**

- Support the training needs of the departments' personnel in aspects of financial control and raise the financial awareness of the departments' management teams.
- Attend appropriate personal development courses and maintain requirements for continuing professional development as required by qualifying institute.
- To support training and development within the Finance team, acting as a training mentor to a training accountant where requested.

### **Functional Contacts**

- All colleagues within the University Finance team
- All line managers and support staff within relevant departments
- Other professional services departments within the University, including but not limited to the Planning Office and the Research and Enterprise Office.
- Internal and External auditors and inspectors
- Director of Finance, Provost, Chief Operating Officer and other senior management as may from time to time, be required.

### **Standards of Performance**

The required standards of performance will be met when:

- Timely and accurate financial information is available.
- The financial system and chart of accounts are being used to provide information to monitor budgets.
- Personal objectives are being achieved.
- Satisfactory feedback is received having built and managed key relationships
- Post holder able to demonstrate appropriate robust challenge to senior managers and budget holders
- All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

### **Points To Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

### **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

### **Organisational Responsibility**

Reports to the **Head of Commercial Finance**

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Significant experience of working within a large and complex financial environment, with some specific knowledge and experience of fulfilling a management accounting or business partnering role.	1,3
	Substantial and specific knowledge and experience in the preparation and monitoring of complex budgets.	1,3
	Experience of working with a range of colleagues and stakeholders.	1,3
	Experience of working under pressure, demonstrating self-motivation and workload prioritisation	1,3
Skills and abilities	Ability to understand and use finance systems effectively, alongside intermediate Excel skills.	1,3
	Advanced financial modelling skills.	1,3
	Ability to write reports at a level acceptable for committees, and internal and external bodies.	1,3
	Ability to present information to internal and external stakeholders.	1,2,3
	Ability to deal with all levels of personnel and to communicate effectively to stakeholders, including to non-finance staff and senior management.	1,2,3
	Ability to prioritise work and meet deadlines.	1,2,3
Training	Demonstrable commitment to continuing professional development and compliance with the requirements of relevant qualifying institute.	1,3
	A willingness to undertake further training and to adopt new procedures.	1,3
Qualifications	Fully qualified accountant with a recognised qualifying body (ICAEW, CIPFA, CIMA, ACCA)	1,3
	Educated to degree level or equivalent	1,3

### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of Higher Education	1,3
	Experience of procurement procedures	1,3
	Experience of dealing with external fund providers, including submission of claims to funding bodies.	1,3
	Participation in a governance structure involving lay/non-executive members, including committee work.	1,3
Skills and abilities	Experience of Agresso financial systems	1,3
Training	Supporting accountants in their training, acting as mentor.	1,3

## Conditions of Service

The position is FULL TIME and OPEN ENDED. Salary will be on MANAGEMENT AND SPECIALIST Grade 7, £42,149 to £50,296 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>