

Finance Business Partner

REQ REF: REQ250063

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

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: MA6 - Management and Specialist, Grade 6

Job Purpose

To provide proactive, professionally qualified support, guidance and analysis to support the management of devolved budgets and forecasts.

Job Duties

- Responsible for monitoring and reporting upon the financial position of the University, and its departments to relevant stakeholders, using appropriate means of communication and financial analysis to ensure an effective and efficient budget management service is provided.
- Produce reports, analysis and presentations in order to provide clear and useful information to budget holders and University senior management. Identifying areas for improvement within reports and areas where analysis could be used to help budget holders in obtaining best value and best use of resources for the University.
- Develop and maintain an on-going professional relationship with budget holders, to ensure that the needs of budget holders and senior management are fully satisfied and that service level agreements are adhered to.
- Provide support for a range of transactional tasks including the loading and tracking of budget /forecast changes, processing of journals, allocating costs etc. so that the general ledgers are correctly updated and maintained. Identifying areas where changes in process can lead to efficiencies.
- Attend key meetings, as a finance expert, to provide support and advice on an ad-hoc basis; preparing and presenting reports and/or analysis as may be required.
- Maintain staff expenditure forecasts for Schools and Professional services, ensuring the accurate recording of vacancy slippage and changes to the approved establishment.
- Review and monitor expenditure on supplies and services, produce recommendations for improved efficiencies where appropriate enabling effective financial management of the wider University budget.
- Develop and maintain professional working relationships with the wider finance team and other Professional Services to aid in supporting the financial management role.

- Ensure compliance with financial regulations, technical accounting requirements, legal requirements or University policy and procedures.
- Advise PVCs, Deans and Heads of Professional Services regarding the optimum use of resources.
- Work with budget holders and other Finance Business Partners in setting realistic and achievable budgets. Ensuring that these are reflected in University level reporting.

Communication

- Work as an active member of the Finance Office, liaising with members of the wider University.
- Support client department senior management teams and University committees and project management boards.
- Network widely with staff across the University while working closely with the Finance team to ensure service objectives are achieved.
- Respond to requests for support from on any financial, statistical or administrative matter.

Training

- Attend appropriate personal development courses and maintain requirements for continuing professional development as required by qualifying institute.

Functional Contacts

- All colleagues within the University Finance team.
- Other professional services departments within the University

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

As this is a career graded post, the requirements of the person specification increase with each level of qualification as per the table below. Your application will be reviewed against the appropriate level of 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:

Essential Criteria

Area	Criteria	Stage
Experience	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
	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
	Financial modelling / data analysis 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.	1,2,3
	Ability to prioritise work and meet deadlines.	1,3
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	Educated to degree level or equivalent	1,3
	Fully qualified accountant with a recognised qualifying body (ICAEW, CIPFA, CIMA, ACCA)	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 (Unit 4) 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 job family grade 6 (£34,866 to £45,163 per annum), at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for GRADES 6 AND ABOVE, 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 can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

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/az/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/>