

Assistant Finance Business Partner

Job Ref: REQ251104

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 has around 50 personnel who deliver financial support to the University. Teams within the department include Financial Accounts, Financial Planning and Analysis, 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: See below (career graded post)

Job Purpose: To support the Finance Business Partner team in the provision of analysis, reports and management information to assist the team with proactive budgetary support to designated Schools or Professional Services. The post holder will support general administrative and business-related duties within the Business Partner team and, where time allows, support other related improvement projects.

To work towards achieving a full accounting qualification, to the benefit of the institution, matching the level of knowledge and responsibility expected from a training accountant at each stage of their study, with an appropriate and reasonable level of accountability and financial reward.

Job Duties

As this is a career graded post, duties and responsibilities at each level of qualification are as per the table below.

At Entry Level (AD4)	At newly qualified Level (AD5)
Assist the Finance Business Partners in the production of reports, analysis and presentations to provide clear and useful information to budget holders.	Produce reports and analysis pertaining to the financial position of the Departments to relevant stakeholders.
Respond to requests for support from the Finance Business Partners on any financial, statistical or administrative matter relating to the devolved budgets under management.	Assist in the development of an on-going professional relationship with budget holders, to ensure that the needs of the budget holder are fully satisfied and that service level agreements are adhered to.
Support Finance Business Partners in a range of transactional tasks including management of invoices, processing journals and allocating costs, so that the general ledgers are correctly updated and maintained.	Perform regular reviews of financial transactions and processes, to identify any issues or areas of concern that need to be addressed.
Support the Finance Business Partners in preparing budget and forecast uploads to the Finance System.	Work with budget holders to develop budgets, understanding key drivers and providing insight to Finance Business Partners and budget holders.

Assist in the provision of transactional level evidence to support external reporting returns.	Support, under the supervision of the Finance Business Partner, in the preparation of information required by Financial Accounting colleagues for the closure of accounts and preparation of annual financial statements.
Undertake any other duties of a similar nature that may be assigned from time-to-time, to ensure the continuity of an effective financial business partner service.	

General Administration and communication

1. To respond to enquiries from devolved finance colleagues.
2. To provide cover for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post
3. Work as an active member of the Finance Office and liaise with members of the wider University.
4. To ensure compliance with relevant University policies and procedures
5. Network widely with staff in client Departments while working closely with the Finance team to ensure service objectives are achieved.
6. To undertake any training and development deemed appropriate for the position.

Training

1. Attend appropriate personal development courses and maintain requirements for continuing professional development as required by qualifying institute.
2. Commit to personal training and development and the attainment of a professional accounting qualification with a recognised qualifying body.

Functional Contacts

1. All colleagues within the University Finance team
2. All line managers and support staff within relevant Departments
3. Other professional services departments within the University
4. Other senior managers within the University as may, from time to time, be required

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 Senior Finance Business Partner.

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. Progression is not automatic within the role.

In the first instance; your application will be reviewed against the appropriate level of criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the criteria.

An interview will be held as part of the stage of assessment. Stages of assessment are as follows:

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

All criteria are essential unless indicated otherwise

At entry level (AD4)	At newly qualified level (AD5)	Stage
Knowledge of basic accounting principles. AAT qualification or early-stage training with a recognised accounting body. GCSE grade C in Maths and English.	Fully qualified accountant with a recognised qualifying body.	1,3
Experience of working in an office or finance environment.	Experience of working in a finance team with some specific knowledge of budget management and financial reporting.	1,3
Ability to produce reports, financial or otherwise, in a clear and concise manner that is understandable to individuals with varying levels of financial knowledge.	Ability to analyse data, produce reports and engage in discussions which influence individuals with varying levels of financial knowledge and budgetary responsibility.	1,2,3
Good practical IT skills including Microsoft Office packages (Excel, PowerPoint, OneNote, Outlook) and some exposure to ERP systems and procedures e.g. Unit 4 (Agresso).	Experience of using various aspects of ERP systems (e.g. Unit 4 Agresso), including ability to challenge processes and contribute to improved systems and procedures.	1,2,3
Able to work under pressure and keep to deadlines, with appropriate support and supervision.	Able to plan, prioritise and work independently with minimal supervision.	1,3
Demonstrable commitment to continuing professional development and compliance with the requirements of a qualifying institute where relevant.		1,3
Willingness to attend all compulsory induction activities as specified by the University.		1,3
Able to deal with a variety of people in a professional manner and maintain confidentiality.		1,3
Experience of working individually and as part of a team with demonstrable interpersonal, oral and written communication skills.		1,3
A commitment to equality and diversity with the ability to role model, adhere to and advocate the University's Equity, Diversity & Inclusion policy		1,3

Conditions of Service

The position is **FULL TIME** and **OPEN ENDED**. Salary will be on Administrative Services Grade 4, with progression to Grade 5 on completion of a relevant professional accounting qualification as outlined in the training contract.

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/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/>