Finance Business Partner

About the role
The focus of this role is to manage a team of finance staff who are responsible for providing a professional finance, procurement and commercial support service to the University. You will be a core member of the Finance Community working collaboratively with fellow Business Partners and teams to ensure best practice and deliver expertise on a cross-section of financial activities.

You will be responsible for providing finance business partnering and management accounting services to a number of the University’s budget holders working with them to manage resources within their areas. You will contribute and provide support in enabling a better use of financial services, the delivery and understanding of financial reporting to drive impact and understanding of financial reporting on business performance; providing analysis and delivering insight that links financial data to business strategies.

As a Finance Business Partner you will be co-located within your business unit(s), reporting to and supporting a Senior Finance Business Partner in the delivery of finance services and strategies that help build partnerships and maintain strong relationships with senior managers and their teams.

You will manage a team of finance support staff who deliver accounting and financial services within the business unit(s) and you be responsible for evaluating and developing the team to support business need and relevant CPD. You will be expected to work with your peers and finance partners to support consistency of practice and continuous improvement and ensure the smooth operation of financial processes in the business unit (s).

In addition the University is replacing it accounting systems and will implement SAP and associated changed business processes during 2020. You will support the Transformation Team and the Senior Finance Business Partner in delivering this implementation within your business unit(s).

Key responsibilities

- Build and lead relationships with budget holders and stakeholders across your business unit(s) and the Finance Community to ensure a common University approach
- Lead, challenge and manage the budgeting monitoring, forecasting and financial planning
- Interpretation and analysis of data to inform income projections, financial budgets, forecasting and reporting,
- Evaluation of resource implications in changes in levels of service, demand or methods of working.
- Working with budget holders and other key stakeholders in supporting financially complex Units in the annual unit planning process you will produce draft budgets and commentary, prepare and interpret financial and related data and provide advice and support to inform decision making and the Unit’s strategic and financial objectives.
- Liaising with budget holders in the preparation of regular financial forecasts, you will produce draft forecasts and commentary.
- Developing and maintaining management information on both regular and ad-hoc bases.
- Support budget holders through robust preparation and scrutiny of financial appraisal for new activity eg planned course development, external funding bids, internal projects
- Lead, manage, develop and delegate to members of the team
- Working closely with staff in Finance and the University to ensure year end timetables are met and appropriate financial advice is given, at year end.
- Dealing with queries from budget holders on any financial matter, using appropriate expertise and contacts to resolve such queries.
Supporting approved strategic and tactical projects as appropriate
Financial systems maintenance and management
Advice and support in revenue generation from awarding bodies, public funds and bids, contracts and tenders
Review of legal documentation for financial provisions
Provision and review of data and information required for statutory and regulatory reporting

Additional Duties
Drive continuous improvement in the provision of financial planning, control and administration
Support in providing advice and training, including preparation and delivery of formal courses, to budget holders in the management of their budgets and use of financial systems in their area.
Such other duties as may be allocated from time to time including providing cover in other areas within the division if required.

Skills and experience
Excellent team development and leadership skills
Excellent stakeholder management skills
Extensive relevant accounting experience and qualified CCAB/CIMA Accountant
Track record of financial administration and experience of a similar role in a complex organisation
Excellent understanding of accounting IT packages and systems
Intermediate to advanced level Excel experience
Excellent communication and analytical skills
Experience of systems development
Excellent negotiation, facilitation and conflict resolution skills
Excellent knowledge and understanding of budget planning, forecasting and monitoring and financial accountancy processes

N.B. Key responsibilities may be subject to change in alignment with any new system integration requirements.