Finance Business Partner – Grade 8
(Finance Business Partnering Teams)

About the role
The focus of this role is to manage a team of finance staff in building partnerships with senior management stakeholders across the university on a cross-section of financial, accounting activities and projects. The aim is to drive impact and understanding of financial reporting on business performance and analysis, enabling a link to financial data to inform business strategies.

Key responsibilities
- Build and lead relationships with budget holders and stakeholders
- 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
- Provide insightful analysis (written/oral)
- Supporting strategic and tactical projects and proposals as appropriate
- Developing and maintaining relevant and appropriate financial management information on both a regular and ad-hoc basis
- Guidance in income and cost impact provisions to budget holders
- Financial systems management
- Advice and support in revenue generation from awarding bodies, public funds and bids, contracts and tenders
- Review of legal documentation for financial provisions
- Year-End guidance and support to key university stakeholders
- Invoice and income monitoring
- Drive continuous improvement in the provision of financial planning, control and administration
- Consolidating various sources of financial information and providing commentary
- Work with the respective Unit Accountants and/or Senior Finance Business Partners and deputise as required
- Provision and review of data and information required for statutory and regulatory reporting
- Provide input and support to shape the units strategic and financial objectives
- Ensure alignment of unit strategy with University strategy
- Work collaboratively with other units and faculties to ensure a common University approach

Skills and experience
- Excellent team development and leadership skills
- Extensive accounting experience and ideally qualified CCAB/CIMA Accountant
- Track record of financial administration and experience of a similar role in a complex organisation
- Excellent understanding with 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 and job titles may be subject to change in alignment with any emerging requirements and new system integration changes for consistency and clarity purposes. These are top-line activities and it is a generic role description and so not all tasks will feature as they may vary between faculties and units.