Finance Business Partner

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| **Job Title:** | Finance Business Partner | **School/Dept:** | Finance |
| **Reporting to:** | Senior Finance Business Partner |
| **Responsible for Management of:** | Dependant on assignment (see below) between 0 and 4 |
| **Main Purpose of Role :** | The role supports the Senior Finance Business Partner in delivering on the University’s responsibilities in the areas of financial sustainability, planning, management reporting, enterprise risk management and insurance. This is primarily carried out by providing financial decision support for the University’s academic Schools and Professional Support Departments. |
| **Grade:** | Grade 8 |
| **Main accountabilities for the role:** |
| Key duties and responsibilities in this role are as follows (this list is not exhaustive):* In consultation with other senior members of the department, assist with preparing the departmental plan.
* Provision of a Management Accounting support service to Senior Management.
* Responsible for producing monthly management accounts showing performance against budget and to review these on a formal basis with Senior Management, investigating and interpreting variances against budget.
* Assisting Schools and Support areas to prepare annual budgets and to assist with the financial aspects of the annual planning process.
* Support Senior Management and budget managers in specific management accounting tasks including production of business cases, identify cost savings, and where necessary support the preparation of bid documentation for project funds.
* Assisting in the planning and preparation of the University annual budget through liaison with Schools and support areas.
* Compiling and enhancing financial management information to Executive, Finance & General Purposes Committee, Executive Board, Cost Centre Managers and external account holders.
* Preparation of Executive Board and Committee papers as required.
* Assisting in the risk management processes and procedures of the University
* Lead, manage, develop and motivate the support/administration team.
* Lead staff in accordance with GCU’s People Leadership & Management Accountabilities.
* Be an active member of the Finance Senior Management Team and other key School/University committees.
* Responsible for the management, implementation and compliance with Health and Safety regulations, standards and processes within your area of responsibility and control.
* Any other tasks appropriate to the post and in line with School/Department business needs.

Special FeaturesThe role is one of a number of Management Accountants (Finance Business Partners) and as such the exact responsibilities of the role can and will change with business need. The above summary therefore provides a generic overview and one or more from the following will be included in specific roles;* Line management of the Post Award Services or Financial Systems area.
* Lead role in preparing the monthly management accounts and forecasts.
* Lead role in enterprise risk management and University insurances
* Lead role in the University budget process and infrastructure planning.
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Person Specification

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|  **Expected Criteria****E- Essential or D – Desirable**  | **Assessment Method** |
| **Educational and/or Professional Qualifications** |  |
| E1-Possession of a CCAB recognised accountancy qualification.E2-Membership of appropriate professional institute or association. | Application formCVQualifications |
| **Skill, Knowledge and Experience** | **Assessment Method** |
| E3 - Relevant post qualification experience.E4 - Demonstrable expertise in management accounting, planning and risk.E5 - Ability to develop and lead teams of professional staff.E6 - Proven track record of the provision of first class advice/service to Senior Management.E7 - Ability to develop and maintain effective working relationships at all levels within an organisation.E8 - Ability to demonstrate sound analytical skills with the ability to comprehend the range of issues affecting the financial and non-financial performance of the University.E9 - Ability to plan and prioritise workload in accordance with annual planning process, financial reporting periods and regular reporting requirements.E10- Ability to demonstrate a proactive approach to service development and a commitment to improving systems and processes.E11 - Ability to think and act strategically to achieve organisational goals and objectives and meet or outperform KPIs in line with the values of the University.E12- Ability to command respect and confidence the Executive Board, peers and stakeholders both internal and external.E13-Ability to manage complex situations in a calm and professional manner.E14 - Effective communication skills, both written and oral, demonstrating the ability to: * analyse, interpret, summarise succinctly and convey complex information effectively.
* synthesise information from different sources
* negotiate and influence colleagues at all levels of the organisation and externally.

E15- The ability to exercise initiative and show a high degree of responsibility. E16 - The ability to delegate effectively. | Application formReferencesInterviewPresentation |

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| **GCU Values & Behaviours** | **Assessment Method** |
| * Demonstrates behaviours which are consistent with the **GCU Values** **(Integrity, Responsibility, Creativity & Confidence)**
 | Application Form & Interview  |

**Generic Activity for Manager**

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| **Main purpose of the role:** |
| Roles at this level will be professional specialists exercising within their particular functional area a substantial degree of independent professional responsibility and discretion, working to broad parameters and policy guidance. Work will include significant professional expertise and experience to develop and implement revised or new administrative/professional policies and procedures. Individuals will typically be managers of functional areas or senior individual contributors who establish and advise management on policy. Role holders will be expected to set quality and professional standards and manage service delivery and will have significant influence upon their area of work. |
| **Generic Activity: - Please note that the amount of focus on each on these activities will vary between specific roles.** |
| **Typical Work Activities*** Responsible for implementing long term strategic development across a large/significant specialist or functional area
* Apply broad and/or deep knowledge and experience to work area or field of expertise to provide guidance/advice to others, some of which might be multidisciplinary or Cross University in nature
* Anticipate service user needs/requests
* Identify opportunities and facilitate change management
* Evaluate existing service provision, keeping abreast of feedback, legal changes and broader developments in the external market place to ensure appropriate solutions are proposed to maintain or enhance the quality of the service provided
* Responsible for the service delivery of area of activity in respect of compliance with current and future unit objectives
* Keep up to date with developments in own field and with university developments.

**Communication and Networking*** Present technical, legal, regulatory or procedural information verbally and in writing to a wide ranging audience
* Will regularly communicate (verbally and in writing) complex information to a wide range of people across and out with the University
* Prepare and present complex reports and business cases externally and to Senior Management within the University
* Deliver briefings internally and out with the University
* Influence thinking and the strategic direction of the function
* Make presentations to mixed interest groups, influencing others' thinking
* Negotiate with internal and/or external suppliers and agencies
* Prepare and present complex reports to senior staff/external bodies
* Write major policy documents
* Regularly required to liaise at senior levels with internal/external contacts in order to influence decision making
* May be required to chair University committees.

**Strategic Planning and Organising*** Shape strategic direction of own area of activity, planning and organising activities of others considering immediate and longer term implications
* Key participant in operational planning process, to support strategic direction
* Oversee a number of areas of work/projects to ensure each is managed and delivered on time and to budget
* Enable appropriate and timely action to be taken, and for key results and implications to be discussed with senior colleagues across the University
* Input to the long term strategic plans of the Department/Unit.

 **Resource Management (People, Finance)*** Manage budgets for the Department/Unit
* Utilise/manage allocated budget/resources effectively and flexibly and control all related expenditure
* Advise and plan for future resource
* Contribute to planning and budgetary statements and delivery of service within budgetary constraints
* Significant effect on budget spends, e.g. large expenditure or project management responsibility

In a people management role:* Lead and manage others (directly or indirectly) to ensure that all relevant objectives are met, including responsibility for and/ or contribution to, recruiting, monitoring and supporting the performance management, mentoring and development of team members to ensure that individual contributions are maximised in line with the GCU Leadership/Management Accountabilities.
* Delegate operational responsibility to other managers for part of the service.

In an individual contributor role:* responsible for organising one's own specialist or professional work and advice, to meet departmental objectives.

 **Stakeholder Management*** Advise at senior levels within the organisation (e.g. VC, Pro VC, Deans, Directors, University Committees)
* Liaise with and influence key service users to establish and implement strategic service requirements and priorities
* Lead internal and external networks of fellow managers/professionals to represent and promote own work area/activity and to influence future thinking and direction both within the University and through external bodies
* Chair internal and/or external committees and networks.

 **Strategic Analysis, Reporting and Documentation*** Identify and assess the often complex information and data needs of the role and manage the collection, use and presentation of the data
* Required to investigate and analyse complex data/information, draw conclusions and make informed decisions/recommendations
* Identify and highlight patterns and trends/opportunities and threats within own area of responsibility to enable timely and appropriate action to be taken
* Conduct enquiries/carry out research into complex complaints/issues, sourcing additional related information to allow informed decisions to be made
* Investigate the development of new, more effective methods/ways of work, providing recommendations to senior management
* Lead research/project work activities that will involve collaborative work across functions.

 **Management of Work Environment*** Understanding of appropriate health and safety regulations and procedures, ensuring compliance with appropriate legal standards within own area of responsibility
* In specialist technical roles, there may be a requirement to construct, adapt area of work.

**Teamwork and Collaboration** * Lead, direct, manage a major area of activity or professional function across the University
* Provide peer support, sharing knowledge and best practice with colleagues across the institution.

 **Organisational Citizenship*** Commitment to University strategy and values
* Commitment to Continuous Professional Development appropriate to role/discipline.
* Responsible for co-operating and complying with University and local policies, procedures and processes.
* Any other tasks appropriate to the post and in line with School/Department/University requirements.
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| **Core Qualifications/Knowledge/Skills/Experience** |
| * A degree and/or post graduate or professional qualification in a relevant subject plus significant relevant management and leadership experience and/or substantial experience of, and proven success in specialist area
* Comprehensive understanding of the University's structures and systems and external/sector developments, regulations and requirements
* Experience of managing and developing one or more teams containing experienced professionals
* Proactive in updating own knowledge of relevant specialised issues, legal and regulatory requirements and in developing awareness within field of work
* Experience of working with, and influencing, senior management
* Experience of managing and controlling budgets/resources/funding and an understanding of financial management procedures
* Experience of contributing to strategic planning processes
* Well developed knowledge of systems/services for own area
* Effective interpersonal skills including motivating, negotiating, influencing and relationship/partnership building.

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