

**Role Profile – Specialist / Service Manager / IT Professional**

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| **Job Title:** | Associate Finance Business Partner | **School/Dept.:** | Finance |
| **Reporting to:** | Senior Finance Business Partner | | |
| **Responsible for Line Management of:** | No initial direct line management responsibility | | |
| **Main Purpose of Role :** | This post will form part of the Finance Business Partner Team with a focus on the provision of management information, including forecasting, budgeting and activity based costing. | | |
| **Grade** | 7 | | |
| **Accountabilities/Responsibilities of the role:** | | | |
| Key duties and responsibilities in this role are as follows (this list is not exhaustive):   1. The analysis of large and complex data sets to provide value add financial information, assumptions and processes to inform the planning and preparation of the University annual budget, through liaison with Schools and Support areas, as part of the Finance Business Partner team. 2. The analysis of large and complex data sets and transformation of data into value add financial reporting for the University Management Reporting reports, with detailed forecasting and variance to Budget reporting by area, as part of the Finance Business Partner team. 3. Contribute, as part of the Finance Business Partner Team, in the compilation, enhancement and communication of financial management information for Executive, Standing Committees and University Court to support strategic decision making processes. 4. Collaborate with other areas of Finance and the University and use initiative and professional knowledge to contribute to the development of improved Research reporting and forecasting information. 5. Leverage existing professional knowledge of activity based costing to develop the production of the annual, activity based costing, statutory TRAC return, through the collation of base data, engagement with governance processes and modelling using Corporate Planner software. 6. Use analysis and report writing skills to develop an improved suite of detailed departmental financial analysis, based on the annual TRAC return and TRAC data inputs and outputs. 7. Communication, both verbal and written, of the enhanced detailed TRAC departmental analysis across the University and the promotion of this data to influence the adoption of this, in combination with other data sets, as a core source of management information used for strategic decision making. 8. Develop own network of key contacts, both internal and external to GCU, to inform the understanding of key issues impacting both GCU and the wider Higher Education sector and to influence the focus of workload and strategic information. 9. Any other tasks appropriate to the post and in line with School/Department/Finance Business Partner Team business needs. | | | |

**Person Specification**

Please input below the expected criteria (Educational/ Academic and/or Professional Qualifications); (Skills, Knowledge and Experience) and (Behaviours) required to carry out the role.

You must identify a minimum of 8-10 essential criteria which should be preceded with E for Essential or D for Desirable. Essential criteria are the defined minimum criteria required to effectively carry out the role. Desirable criteria can be described as criteria which enhances job performance. Please number these criteria for reference purposes.

Assessment method: Input which most effective selection assessment method to be used as part of the assessment process (application form, Panel interview, Presentation, Teaching Assessment).

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| **Expected Criteria**  **Input expected criteria under the following headings and denote whether it is E- Essential or D – Desirable** | **Assessment Method**  **Please identify which method of assessment will be most appropriate measure of criteria for the role.** |
| **Education & Professional Qualifications** |  |
| E1 - Possession of a CCAB recognised accountancy qualification. Relevant experience / demonstrated competence may be taken into account in place of the formal qualification requirements. | Application from  CV  Qualifications |
| **Skills, Knowledge & Experience** | **Assessment Method** |
| E2 – Excellent Excel skills with minimum proficiency in pivot tables, lookups and manipulation of large data sets.  E3 – Ability to manage own workload and prioritise tasks to ensure completion within timelines.  E4 - 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.  E5 - Ability to plan and prioritise workload in accordance with annual planning process, financial reporting periods and regular reporting requirements.  E6 - Ability to demonstrate a proactive approach to service development and a commitment to improving systems and processes.  E7 - Ability to manage complex situations in a calm and professional manner  E8 - 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.   E9 - Ability to develop and maintain effective working relationships at all levels within an organisation.  E10 - The ability to exercise initiative and show a high degree of responsibility. | Application Form  References  Interview  Excel/Analysis/Communication Test |
| **GCU Values & Behaviours** | **Assessment Method** |
| * Demonstrates behaviours which are consistent with the **GCU Values** **(Integrity, Responsibility, Creativity & Confidence)** | Application Form & Interview |

**Generic Activity for Specialist / Service Manager / IT Professional**

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| **Main purpose of the role:** |
| The main purpose of this role will require a substantial degree of independent professional responsibility, working to broad parameters and policy guidance. Work will include significant professional expertise and/or experience. Individuals will typically be managers of Functional areas or senior individual contributors who advise senior management on policy, functional or service priorities.  Role holders will be expected to set quality and professional standards and manage service delivery. |
| **Generic Activity: - Please note that the amount of focus on each on these activities will vary between specific roles.** |
| **Typical Work Activities**   * Manipulation of large complex data sets to support forecasting and budgeting processes. * Provide specialist/professional advice and recommendations within specific parameters/professional guidelines to support informed decision making * Use a sound understanding of professional or specialist field to deliver outstanding customer service * Design and/or deliver a variety of approaches or specialist services to maximise service quality and efficiency * Deliver own work/the work of a team to meet objectives * Present results and put forward recommendations through the provision of advice, briefings, presentations or written reports.   **Communication and Networking**   * Present complex information verbally and/or in writing at an appropriate level of professional complexity/specialism * Required to communicate complex information which can be highly detailed, technical or specialist, explaining how these might influence decision making * Make presentations to mixed interest groups, influencing others' thinking * Preparing and presenting complex reports to senior staff and Executives * Communicate with a wide variety of people across the University to ensure the successful delivery of services * Write policy documents, explanations of complex systems * Deliver briefings within own area of expertise to colleagues/peer groups * Make business cases to senior managers and Executives * Present and promote change and development in the team/functions/projects they contribute towards * Required to proactively and reactively network with internal contacts (staff, students, work colleagues) and contacts out with the University in order to build relationships, disseminate information and effectively represent the University.   **Planning and Organising**   * Lead and contribute to organising short or medium term developments or process changes in a department, applying professional or specialist knowledge of a field or work area * Determine and develop appropriate team or individual workflow activity in order to meet turnaround times * Input to longer term strategic plans of School/Department/Team.     **Resource Management (People, Finance)**   * Offer input into the resource planning process to ensure that finances are appropriately and efficiently managed and monitored   In an individual contributor role:   * responsible for organising one's own specialist or professional work and advice, to meet departmental objectives     **Stakeholder Management**   * Attend internal and external meetings to ensure that School/Department/Unit work issues are appropriately represented and reported * Liaise with contacts in the wider University body to support own work activities/specific tasks as required * May co-ordinate activities and communicate across and outside the University and contribute to collaborative initiatives, projects and/or events * Maintain external links with professional/and/or specialist bodies or groups.     **Analysis, Reporting and Documentation**   * Lead project work that may involve collaboration work across functions * Identify trends, strengths, weaknesses, opportunities and threats in area of expertise to enable appropriate improvements to be implemented * Required to investigate and analyse complex data/information, draw conclusions and make recommendations and source relevant additional information as required.     **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 use or oversee the use and development of facilities and new technology to deliver agreed service standards.     **Teamwork and Collaboration**   * Provide peer support and guidance through specialist knowledge and advice in line with relevant standards, processes and objectives.     **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. |
| **Core Qualifications/Knowledge/Skills/Experience** |
| * Degree and/or post graduate or professional qualification in relevant subject plus significant relevant experience and/or substantial evidence of, and proven success in specialist area. * Significant vocational/relevant experience, demonstrating development through acquisition of appropriate professional or specialist knowledge * Advanced expertise in professional/specialist area together with a broad understanding of University structures and systems * Strong project management experience * Authoritative knowledge of the work practices and/or professional guidelines relevant to the work area, including broader sector/commercial awareness * High level of specialist/professional engagement with current practice and developing knowledge * Excellent communication, analytical and problem solving skills. |