

## BISHOP GROSSETESTE UNIVERSITY

### JOB DESCRIPTION

**Title of Post:** Finance Business Partner

**Grade:** 7

**Responsible to:** Head of Finance

#### **Main Purpose of the Job**

You will be a member of the Finance Department, working in Financial Management, and contributing to the delivery of a high-quality Financial Management service to the University and its stakeholders. The post holder will lead on the provision of comprehensive financial advice to departments and to contribute to the business planning process. The role is responsible for providing financial insights, analysis and support to drive strategic decision making and improve business performance.

#### **Responsibilities:**

1. To actively work with the University budget holders and other appropriate staff responsible for University income and expenditure to understand the operational aspects in relation to their budgets and provide accurate forecast information, particularly in relation to commercial income streams and funding.
2. To support the Head of Finance with financial analysis, modelling and decision-making using data and insight into the University including variance analysis and cost modelling.
3. To provide guidance and training for new budget holders within the University to ensure they are familiar with the systems, reports and financial regulations that are in place and provide top-up training on any in-year changes.
4. To plan and implement the University's budget process and compile the budget with the support of the budget holders to ensure it is in line with the University strategy. This includes training and guidance on completion of budget templates, consolidation of all submitted templates, updating of student numbers and changes to staffing to provide an overall summary of the planned budget for the Head of Finance ready for review.
5. To provide an update on the forecast position of the University, this will include feeding into the quarterly updates after extensively reviewing each cost centre with budget holders and reporting any major areas of change to the Head of Finance.
6. To organise and attend quarterly budget meetings with budget holders and income forecast meetings with responsible SLT and income leads to feed into the overall forecast position.

7. To financially manage university project activity, including support & guidance at initial bidding stages, provide and present financial information to all relevant budget holders and other stakeholders, attend steering group meetings to present financial information.
8. To complete annual insurance returns and attend required meetings. This will include the review of insurances on an annual basis with the University brokers and provide any amendment recommendations to the Head of Finance
9. To be responsible for the production of a number of annual reports required by funding councils including HESA, TRAC and TRAC-T.
10. To train and develop junior finance team member(s) on finance and accounting practises relevant to the university, as well as those outside of university.
11. To provide cover for the Financial Accountant in preparation and presentation of the monthly Management Accounts, including relevant variance analysis and commentary.
12. To provide cover for the Systems Accountant with the financial system maintenance and other duties.
13. To liaise with internal and external auditors on all aspects of financial management within the University.
14. To liaise with internal and external stakeholders providing information and advice where required and problem solving with regards to all aspects of financial management.
15. To assist the Head of Finance in producing financial policies and procedures and contributing to the financial strategy of the University.
16. To provide financial management information and statistical analysis required by management for monitoring and target setting purposes, including production of reports where necessary for Finance, Audit and Governing Body Committees.
17. To ensure that transactions are accurately coded and reported, in collaboration with cost center managers, and other relevant staff. Regular review and development of the chart of accounts to work towards an appropriate university coding structure.
18. To respond to general queries and enquires from Budget holders and other operational staff, providing them with the necessary information and acting on budget changes such as virements between cost centers where appropriate and coding corrections.

**General University Responsibilities:**

19. To attend appropriate training and staff development sessions, and participate in an annual appraisal process.

20. To comply with the University's Health and Safety Welfare Policy, legislation and practice.
21. To maintain professional standards in relationships, including non-discriminatory practices.
22. To undertake any other duties as may reasonably be required, including assisting and supporting colleagues in their work, providing absence cover, and undertaking administrative duties appropriate to the role and departmental requirements.
23. The post-holder must operate within the guidelines, procedures and regulations of the University.
24. The post-holder must operate within the University's Financial Regulations, Equal Opportunities Policy, Race Equality Policy and other relevant University policies.

## PERSON SPECIFICATION

### Finance Business Partner

	<b>Core</b>	<b>Supplementary</b>
<b>Education/Qualifications and Special Training</b>	<ul style="list-style-type: none"> <li>• AAT level or part qualified CCAB accountant (or relevant equivalent experience).</li> <li>• A desire to continue training for a professional accountancy qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant MS Office qualification or suitable equivalent experience</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• High level of IT skills, particularly in Microsoft Excel</li> <li>• Excellent written/verbal communication skills and customer service skills, with the ability to build strong working relationships</li> <li>• Effective team player with a flexible approach</li> <li>• The ability to analyse, interpret and effectively communicate complex financial information to diverse non-specialist audiences</li> <li>• Ability to work proactively using own initiative and with minimum supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Access, PowerPoint and Financial Systems</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Skills and experience in setting standards of financial performance, financial planning, forecasting, budgeting monitoring and control.</li> <li>• Experience of adapting own skills to new circumstances</li> <li>• Experience of problem solving with the ability to manipulate and interpret financial data</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within higher or further education</li> <li>• Experience of managing, mentoring or developing the skills of a team of staff</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Demonstrate enthusiasm, creativity and drive</li> <li>• Approachable and personable with a strong customer focus</li> <li>• Willing to undertake further training as required</li> <li>• Ability to gain trust, confidence and respect amongst colleagues</li> <li>• Able to be proactive and work to multiple deadlines</li> </ul>	