Job Title: Finance Business Partner  
Department: Bursary  
Responsible to: Deputy Financial Bursar  

Purpose of Job: Reporting to the Deputy Financial Bursar, this post is responsible for:

- providing strategic insights and financial decision support, based on analysis of operational performance, relevant sector information, strategic priorities and an appropriate balance of risk and return
- measuring, reporting and controlling, the financial performance, position and planning of the departments assigned to the post holder (‘department(s)’).

The Finance Business Partner will focus on influencing decision making in the long and short term to drive future performance. The role works with departmental leadership to achieve their agreed financial targets related to income, expenditure, cash flow, resources, projects and investment.

The post holder manages a team of assistant accountants.

These role is responsible for providing regular monthly management accounting, both consolidated and departmental; financial key performance indicators, financial accounting at year-end, project accounting as and when required, financial planning, budgeting and forecasting for the departments from short to long term.

The role also advises department leadership on financial management aligned to the operating and strategic aims of the departments in areas such as pricing, costing, investment, project accounting, resource utilisation and business planning. They coordinate the financial management of the departments with College-level financial management objectives and targets ensuring alignment.

Where required the Finance Business Partner leads on costing, monitoring and reporting on external funding, such as grants.

Duties and Responsibilities

Key Responsibilities

1. Provide financial advice and expertise to the head of each assigned departments to enable them to meet their financial performance and strategic objectives.

2. Produce regular, relevant, accurate, and comprehensive management accounting information at the end of each month according to the agreed format and timetable.
3. Provide comprehensive management accounting analysis, interpretation and commentary at a constituent level within the department(s) for example by product, customer or area.

4. Produce high-quality financial reporting information, notes, schedules and analysis for consolidation into the College’s annual financial statements to the agreed timetable. Ensure a positive outcome from external financial audit of the College.

5. Lead the preparation of budgets and forecasts for College. Ensure these budgets and forecasts integrate with operational and strategic plans and financial performance objectives for both the department(s) and College.

6. Hold regular monthly review meetings with heads of departments on financial performance, position and planning to ensure financial objectives and targets are monitored, communicated and achieved. Provide comprehensive analysis and reporting to the head of the department(s) and feedback on the likelihood of success and effectiveness of any required actions to ensure on-target performance.

7. Define and maintain financial and related non-financial Key Performance Indicators for the activities within the department and agree these with Bursar and head of department. Coordinate and produce a month KPI dashboard using information and graphical tools, identifying any adverse KPI variances and communicate these to head of department to agree required action plans.

8. Support the department(s) as required in producing financial and commercial analysis, appraisals and inputs for projects, developments, new products, capital expenditure, investment, financial/commercial negotiations and business cases.

9. Produce regular project and capital accounting financial information to monitor spending on projects within the department(s) according to agreed plans and deliverables.

10. Produce financial and related papers and briefings for department management, Finance Committee, Council, Estates Committee and other governance groups.

11. Coordinate with departments on the preparation of any financial information needed to fulfil statutory or other compliance obligations for the department. Reviewing, highlighting and supporting the subsequent management of department financial risks.

12. Promote a constructive partnership culture of financial control, sound financial management and the achievement of financial performance objectives across all of College.

13. Support the core remit of the Bursary and actively exchange ideas and best practice.
14. Manage the assigned bursary team (finance business partnering and accounts payable) ensuring staff have clear objectives and are motivated, developed and encouraged to deliver the highest standard of professional practice as individuals and within the team.

15. Ensure that all reconciliations are performed by the assigned bursary team in a timely, efficient and accurate manner.

16. Manage all College insurance policies, negotiate annual insurance policy and oversee claims.

17. Maintain an awareness of current technical financial and accounting developments and matters within the sector relevant to the role.

18. Provide cover and support for other members of the team when required, including payroll, submission of tax returns, accounts receivable and payable functions.

19. To actively follow and promote the College’s policies, and actively promote these wherever possible.

20. To maintain an awareness and observation of fire and health and safety regulations.

21. Support a culture of continuous professional development within the Bursary.

22. Any other duties, consistent with the grade and scope of the post, reasonably required of the post-holder by the Bursar or Deputy Financial Bursar.

**Responsible for:**

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## Person specification

### EXPERIENCE & PERSONAL QUALITIES

**Essential:**

Experience in a senior finance role supporting complex, dynamic departments or activities.
Substantial experience of management accounting in HE or kindred areas.
Substantial experience of supporting and influencing departmental level decision-making.
Co-ordinating activities across organisations/divisions.
Experience of writing and presenting formal written plans, business cases and reports.
A capable manager with the personal qualities necessary to lead a small team and influence peers.
Experience of costing and pricing at departmental/activity level.
Excellent communication skills.
Commercial acumen

**Desirable:**

Experience of University or College accounting.

### TECHNICAL KNOWLEDGE & SKILLS

**Essential:**

Excellent analytical and report writing skills.
Excellent organisational and administrative skills.
Sound understanding and application of management accounting theory and processes.
Excellent IT skills, including Excel to an advanced standard eg Macros and VB.
Understanding of the use and interpretation of data for planning and management purposes.
Excellent standards of written and verbal communication including excellent interpersonal skills and the ability to negotiate and influence others.

**Desirable:**

Experience of upgrading ERP systems and/or introducing automation into finance processes

### EDUCATION & PROFESSIONAL QUALIFICATIONS

**Essential:** CCAB Qualified

**Desirable:** Educated to degree level or equivalent.