

JOB DESCRIPTION	
Job title: Language Centre Business Support Manager	Accountable to: Finance & Business Support Manager – Academic Enterprise
Contract length: 9 months	Hours per week: 35 Weeks per year: 52
Salary: £38,010 to £44,421	Grade: 5
Service: Finance	Location: High Holborn
<p>What is Academic Enterprise?</p> <p>Academic Enterprise is a successful, growing, department that meets the needs of 47,000 students on short courses and Language courses as well as FE courses in colleges outside UAL.</p> <p>It aims to increase the amount of income and surplus generated by the University from non-core teaching and research activities and not only integrates and bolsters a wide range of business and client facing work across the University but also develops new products and services for new and existing markets.</p>	
<p>What is the purpose of the role?</p> <p>To provide a complete financial management service to the Language Centre. To ensure that Director of Academic Enterprise, Language Centre Business Manager, Associate Dean of International Student Experience and all other stakeholders have the appropriate information and advice to ensure the effective running of the service. To manage the link and be point of contact between the Language Centre and Central Finance.</p>	
<p>Duties and Responsibilities</p> <p>Financial Management</p> <ul style="list-style-type: none"> • Provide a comprehensive financial business support service to the Language Centre encapsulating Commercial, Pre-sessional and Academic Development Services. • To oversee the day to day financial operations and range of administrative duties within the Language Centre to ensure the effective and efficient collection of income and recognition of expenditure. This includes but not limited to payroll, debtor management, sales invoicing & tuition fees, expenditure transfers, supplier payments and approvals, credit card processing, purchase ordering, budget virements and other financial transactions. • To manage and provide cover for the Language Centre Finance Officer, including responsibility for the recruitment and selection of new staff, the undertaking of appraisal, probation and induction. • Working with Central Finance Tax team liaise with external clients and partners to ensure legal and financial compliance • To work in close co-operation with the University's AE finance team, keeping the staff fully briefed of the University's policies and procedures and ensuring that these are adhered to when processing financial transactions. <p>Reporting</p> <ul style="list-style-type: none"> • Develop and provide accurate, timely and comprehensive financial and management information on a monthly basis to the Director of Academic Enterprise, Language Centre 	

Business Manager and Associate Dean of International Student Experience. This will include actuals against budgets with variances, Key Performance Indicators and commentaries.

- Develop and produce appropriate ad hoc financial analyses for the Language Centre Business Manager and Associate Dean of International Student Experience as required that supports managers in managing their budgets, supports decision making and strategic planning.
- To undertake a link role between the University and the Language Centre, being the conduit to ensure that data contained in central financial reports is accurate and correctly reflects the financial position of the Language Centre.
- Support the Central Finance team in producing financial information for the year-end and at other times where appropriate.
- Development of clear and accurate debt analysis reporting.
- Maintain ABW and I-Trent coding structure to meet business reporting requirements.
- Maintain ABW workflow and authorisation structures to ensure expenditure items are approved in line with financial protocols.

Budgeting & Strategic Planning

- To manage the process of annual budgeting and subsequent forecasts for Language Centre Academic Enterprise (AE).
- Develop and prepare annual zero based profiled budgets and forecasts for Language Centre Academic Development Services (ADS).
- Work to improve financial planning and deliver savings in conjunction with the Finance & Business Support Manager – Academic Enterprise.
- Input to Language Centre business strategy and objectives by providing business intelligence and financial analysis to inform, guide and improve decision making.
- Provide a business partnering service to budget holders within the Language Centre to effectively manage their budgets, providing training and other guidance where necessary.
- To manage and co-ordinate Course Costing, developing an overview report for the LC that informs strategic decision making.
- Provide costing and pricing analyses for new courses to help inform the Language Centre strategy and operations.

Other Conditions

As a senior member of the University the following applies:

- You are expected to work such hours as are reasonably necessary to fulfil the duties and responsibilities of the role.

- You may be required to work such additional/different hours as may from time to time be necessary for the proper and efficient discharge of duties which may include evenings, Saturdays, Sundays and bank holidays.
- You may be required to regularly travel to other sites as necessary.

General

- To deliver training workshops related to UAL Financial Procedural practice, ensuring all users of the system are informed and able to fully adhere to agreed procedures
- To be fully versed in the operational functions of the University's ABW Financial system with an ability to promote its further development in order to respond to the enhanced reporting functions.
- To devise an appropriate course of action in response to financial and/or other demands arising from the operational functions of the Language Centre.
- Support effective liaison with third party suppliers to ensure problems can be resolved appropriately and efficiently.
- To actively develop local financial procedures and system processes in collaboration with Finance Systems team and other relevant stakeholders.
- Taking lead in projects which impact the Language Centre, ensuring the University business systems remain fit for purpose and support changes within Academic Enterprise and Finance.
- Assume other reasonable duties consistent with your role, as determined xxx, which may be assigned to you anywhere within the University.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- Conduct all financial matters associated with the role accordance to the University's policies and procedures, as laid down in the Financial Regulations.

Other

- To promote University policies and procedures ensuring staff are fully briefed and aware of their responsibilities in meeting the requirements.
- To liaise and communicate effectively with all levels of University staff.

<ul style="list-style-type: none"> • To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University. • To undertake health and safety duties and responsibilities appropriate to the role. • To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work. • To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities. • To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness. • To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations. • To ensure University GDPR compliance within normal responsibilities. • To support the University Sustainability Manifesto.
<p>Key Working Relationships</p> <ul style="list-style-type: none"> • Director of Academic Enterprise • Language Centre Business Manager • Associate Dean of International Student Experience • Associate Director of Finance: Systems Training and Academic Enterprise • Finance & Business Support Manager – Academic Enterprise • Associate Director - International Enterprise, Academic Enterprise • Language Centre Finance Officer • Language Centre Staffing Administrator • Language Centre Heads of Programme & Teachers • Language Centre Operations Manager • Academic Enterprise Finance Team • UAL Finance Team
<p>Specific Management Responsibilities</p> <p>Budgets: None Staff: 2</p> <p>Other (e.g. accommodation; equipment): N/A</p>

Last updated: 22/11/2018

[Include structure chart if available/appropriate]

PERSON SPECIFICATION	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> • Undergraduate Qualification in relevant area, or equivalent working experience • Is qualified or studying with a recognised Accounting Body (CIMA, ICAEW, ACCA, CIPFA or equivalent) • Has excellent IT knowledge including Excel, Word and Outlook • Has knowledge of Finance Information Systems (e.g. SAP, Oracle, Agresso)
Relevant Experience	<ul style="list-style-type: none"> • Experience of working in a Higher Educational Institution with commercial exposure. • Experience of building successful internal working relationships with budget managers and other stakeholders • Experience of preparing information for senior management to assist with strategic decision making • Experience of financial planning and budget setting • Experience of developing costing models to inform price settings
Communication Skills	<ul style="list-style-type: none"> • Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way.
Leadership and Management	<ul style="list-style-type: none"> • Motivates and leads a team effectively, setting clear objectives to manage performance
Professional Practice	<ul style="list-style-type: none"> • Contributes to advancing professional practice/research or scholarly activity in own area of specialism.
Planning and Managing Resources	<ul style="list-style-type: none"> • Plans, prioritises and manages resources effectively to achieve long term objectives.
Teamwork	<ul style="list-style-type: none"> • Works collaboratively in a team and where appropriate across or with different professional groups
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> • Suggests practical solutions to new or unique problems

Please make sure you provide evidence to demonstrate clearly how you meet these criteria, **which are all essential unless marked otherwise**. Shortlisting will be based on your responses.