

JOB DESCRIPTION	
<b>Job title:</b> Senior Finance Business Partner – Academic Enterprise	<b>Accountable to:</b> Associate Director of Finance – Systems; Training and Academic Enterprise
<b>Contract length:</b> Permanent	<b>Hours per week:</b> 35 <b>Weeks per year:</b> 52
<b>Salary:</b> £46,423.00 - £62,315.00 per annum	<b>Grade:</b> 6
<b>Service:</b> Finance	<b>Location:</b> King Cross
<p><b>What is Academic Enterprise?</b></p> <p>Academic Enterprise (AE) leads the University of the Arts London’s educationally focused trading operations and is integral to the University’s long term development. Academic Enterprise’s mission is to increase the amount of income generated by the University from non-core teaching and research activities. It includes a number of successful existing business operations: UAL Short Courses Ltd (UALSC), the UAL Awarding Body, the Language Centre, the University’s Study Abroad office, and is currently commercialising an existing internal service, ArtsTemps, into a new subsidiary UAL ArtsTemps Ltd (UALAT) which will manage the temporary and permanent employment of approximately 2,500 UAL students and graduates.</p> <p>With the addition of UALAT, Academic Enterprise will have a combined turnover of £35m in 2019/20, from both B2C and B2B activities. There are approximately 140 salaried staff and 1,100 hourly paid teaching staff and external moderators working in Academic Enterprise operations, in all of UAL’s colleges as well as central university services. Some staff are employed within UAL and others within 2 subsidiaries which are separate legal entities with their own boards of directors and employment terms and conditions. Annually, around 70,000 students study on short courses or qualifications offered by AE business units.</p>	
<p><b>What is the purpose of the role?</b></p> <p>The Senior Finance Business Partner will be responsible for leading the AE Finance team consisting of 4 direct and 8 indirect reports to provide comprehensive management reporting including budgeting, quarterly forecasting, and monthly management accounts together with commentaries, key performance indicators and financial analysis to enable robust and timely decision making in respect of all AE business activities. The successful post holder will provide a business partnering service to the Director of Academic Enterprise and other senior managers and will ensure their team provides accurate and timely financial information for the year-end financial statements for UAL Short Courses Limited (UALSC) and UAL ArtsTemps Limited.</p> <p>As the Senior Finance Business Partner for Academic Enterprise you will deputise for the Associate Director of Finance; Systems; Projects and Academic Enterprise as appropriate and contribute to the Finance strategy and Annual Operating Plan.</p>	
<p><b>Duties and Responsibilities</b></p> <p><b>Managerial</b></p> <ul style="list-style-type: none"> <li>To lead the team of Academic Enterprise Finance Business Partners for UAL Short Courses, Study Abroad, Language Centre, UAL Awarding Body and the new ArtsTemps business, providing overall leadership, support and guidance as appropriate to ensure a high performing and effective team.</li> </ul>	

- Provide support to the Associate Director of Finance – Systems; Training and Academic Enterprise including deputising in cross departmental and university meetings and at Project Boards.
- Responsible for the recruitment and selection of new Finance staff for AE, undertaking the probation and induction process, conducting appraisals as appropriate and ensuring suitable CPD for the team is undertaken.
- To be the Local Information Manager (LIM) for AE, working with the Information Management Team and other LIMs to ensure UAL is compliant with the General Data Protection Regulations and PCI DSS.

#### **Budgeting & Strategic Planning**

- To manage the AE annual budgeting processes, and subsequent forecasts in line with the central Finance timetables providing timely information for the UAL Income Led Model budgeting process.
- Contribute to AE business planning by providing business intelligence and financial analysis to inform, guide and improve decision making. This will include business modelling for new commercial initiatives, and supporting the preparation of financial impact assessments and/or business cases for strategic investments.
- To manage the development of course costing/pricing methodologies to optimise profitability for commercial activities and ensuring these support the business activities in achieving the strategic objectives of the University.

#### **Business Partnering**

- To work closely with AE Business Partners and Commercial Finance Managers to provide a comprehensive financial business partnering service to the Academic Enterprise senior management team.
- To work in close co-operation with the UAL Finance team, ensuring up to date knowledge and compliance of the University's Standing Financial Orders, policies and procedures and legislative regulations such as IR35. Cascading these to the AE Finance team to ensure these are adhered to when processing financial transactions and reporting.
- To build successful networks and relationships that contribute to the implementation of the overall business support and finance strategy for UAL.
- Support and contribute to system developments across Academic Enterprise including the successful transition into business as usual for the UALSC and English Language new Learner Management Systems, and ongoing system development.

#### **Reporting**

- Develop and provide accurate, timely and comprehensive financial management information packs on a monthly basis for Academic Enterprise and the CFO. This will include budget vs actuals, variance analysis, aged debtors, KPIs, dashboards and commentaries for each business unit.
- Provide support to the Central Finance teams to ensure year-end procedures and schedules are completed, and assist in the preparation of the UALSC and UAL ArtsTemps statutory accounts.

Ensure external auditors are provided with all year-end information requested and the Financial Statements receive an unqualified audit opinion and are signed off in a timely manner.

- Working closely with central finance colleagues to develop and ensure adherence to month-end and year-end timetables.
- Ensure month-end adjustments for deferred income, expenditure accruals, prepayments and other necessary adjustments and perform quarterly control account reconciliations are completed.
- Working with the new Learner Management System and UAL website analytics to develop the KPI reporting capabilities and datasets to enhance the business intelligence capabilities including trend analysis and scenario modelling.
- Ensure accurate and timely data is compiled as required for the University's annual HEBCI submission return.

#### **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.
- You will be required to regularly travel to other sites as necessary.

#### **General**

- To deliver a supportive customer orientated service to staff and students and work collaboratively with finance staff across the University.
- To perform such duties consistent with your role as may from time to time 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 Staff Charter and Dignity at Work Policy, promoting equality diversity and inclusion 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.

- Personally contribute towards reducing the University's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).

#### **Key Working Relationships**

- Associate Directors of Finance
- Director of Academic Enterprise / Managing Director of UAL Short Courses Ltd
- Short Course Business Managers
- Associate Director – AE Business Operations / General Manager UAL Short Courses Ltd
- CFO
- Language Centre & Study Abroad Business Managers
- Director of UAL Awarding Body
- ArtsTemps General Manager
- UAL Finance Teams

#### **Specific Management Responsibilities**

Budgets: None

Staff: 5 Direct 9 Indirect

Other (e.g. accommodation; equipment): N/A

Last updated: 25/12/2019

**[Include structure chart if available/appropriate]**

## PERSON SPECIFICATION

<p>Specialist Knowledge/Qualifications</p>	<p>Undergraduate Qualification in relevant area, or equivalent working experience</p> <p>Qualified with a recognised Accounting Body (CIMA, ICAEW, ACCA or equivalent)</p> <p>3 years Post Qualified Experience working in a fast moving financial environment, working to key milestones and delivering comprehensive results to tight deadlines</p> <p>Uses appropriate levels of IT Skills to enable the best use of available information and communications for post including MS Office : Excel, Word, Powerpoint and Outlook (Excelerator highly desirable)</p>
<p>Relevant Experience</p>	<p>Experience of providing leadership and management of a finance team, organising priorities and ensuring continuous improvement and development of team members.</p> <p>Experience of working with large data sets with the ability to write and develop financial reports using excel at advanced level.</p> <p>Experience of financial planning and budget setting, preparing information for senior management to assist with strategic decision making.</p> <p>Experience of developing costing models to improve financial reporting and inform pricing decisions</p> <p>Experience of working in Higher Educational Institution with commercial exposure (D)</p> <p>Has knowledge of Finance Information Systems (Agresso Business World (ABW) D)</p>
<p>Communication Skills</p>	<p>Communicates technical or specialist ideas or information persuasively adapting the style and message to diverse audience in an inclusive and accessible way.</p>
<p>Leadership and Management</p>	<p>Motivates and leads a team effectively, setting clear objectives to manage performance.</p> <p>Experience of working across a large organisation and successfully influencing and managing change in such an environment.</p>

Professional Practice	Contributes to advancing professional activity in own area of specialism.
Planning and Managing Resources	Effectively plans and manages operational activities or large projects to achieve long term objectives
Teamwork	Builds effective teams, networks and communities of practice and fosters constructive cross team collaboration.
Student experience / Customer Service	Makes a significant contribution to improving the student and customer experience to promote an inclusive environment for students, colleagues or customers
Creativity, Innovation and Problem Solving	Identifies innovative solutions to problems to bring a wider benefit to the organisation

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.

Last updated: 25/12/2019