

JOB DESCRIPTION AND PERSON SPECIFICATION		
<b>Job Title: Finance Business Partner – Accommodation</b>		<b>Accountable to: Lead Accountant – Estates</b>
<b>Contract Length: Permanent</b>	<b>Hours per week/FTE: 35 / 1 FTE</b>	<b>Weeks per year: 52</b>
<b>Salary: £37,265 - £44,708</b>		<b>Grade: 5</b>
<b>College/Service: Finance</b>		<b>Location: 272 High Holborn / Kings Cross</b>
<p><b>Purpose of Role</b></p> <p>The post holder reporting to the Lead Accountant in Estates will provide a proactive financial management service to support the Associate Director of Catering Retail and Accommodation, associated budget holders and the Associate Director of Finance.</p> <p>The post holder will ensure that the Associate Director of Catering Retail and Accommodation, budget managers and other associated stakeholders have the appropriate information and professional advice to aid key decisions in the effective running of the department. The role is a key to bridge the accommodation, estates and finance departments at the University.</p>		
<p><b>Dimensions of the Role</b></p> <ul style="list-style-type: none"> <li>• Accountable for the development of financial budgets of approx. £50m</li> <li>• Pro-actively seek opportunities for creating savings efficiencies and include a medium term savings plan</li> <li>• Accountable for complete, accurate, and timely management accounts reported to the Associate Director of Catering Retail and Accommodation, budget holders, and the Associate Director of Finance on a regular basis.</li> <li>• Accountable for the annual rent setting exercise and the research required for benchmarking to calculate the weekly charge to students for a bedroom for each of the halls of residences</li> <li>• Creating and maintaining an asset replacement lifecycle for each asset at all the halls of residences and ensuring that asset replacement costs are provisioned within future budgets over the next 5 years</li> <li>• Advising the Associate Director of Catering Retail and Accommodation on management actions to address any financial variances between budget and actual expenditure</li> <li>• Assisting the Lead Accountant of Estates to assess the affordability of significant investment decisions. Assist in appraising investments to support feeding into the 10 year Accommodation Services Strategy Plan.</li> <li>• Proposing to the Lead Accountant – Estates on the value for money and affordability implications of revenue initiatives</li> </ul> <p><b>Principal Accountabilities - Key Responsibilities Include</b></p> <ul style="list-style-type: none"> <li>• Accountable for the completeness of periodic management accounts</li> <li>• Accountable for ensuring fit-for-purpose control procedures are in place over income and expenditure</li> <li>• Accountable for the production and contribution to periodic reporting and monitoring for financial reporting of results including producing and presenting of periodic commentary variance analysis reports to the Lead Accountant – Estates and the Associate Director of Catering Retail and Accommodation, along with Key Performance Indicators for each of the halls of residences, catering and retail outlet</li> <li>• Leading monthly and quarterly reviews, challenging budgets holders and the Accommodation Director on variances, forecasts by residences, ensuring significant variances are reported in a timely manner with a recommended action plan</li> <li>• Ensuring appropriate financial assistance is provided to the Lead Accountant – Estates and the</li> </ul>		

Associate Director of Catering Retail and Accommodation and associated budget holders

- Responsible for the development and delivery of the medium term financial plan and annual budgetary provision alongside the Associate Director of Catering Retail and Accommodation, challenging on expenditure and efficiencies, and working to mitigate and deliver risks and opportunities
- Responsible for ensuring business cases are robust and fit for purpose, linked to business objectives, sound financial basis, and covering the whole life of the project.
- Creating and assessing cost / benefit analysis along with the affordability and value for money exercise where future opportunities arise
- Leading on management information and analytics in designing a comprehensive suite of reports, to meet the needs of the organisation
- Ensure statutory information for areas such as the preparation of the Annual Accounts and Freedom of Information requests are presented in an accurate and timely manner.
- Ensure the financial aspects of contracts between UAL and Third Party Providers are adhered to and provide support for the financial management of the tenancy agreements with UAL students
- Support negotiations with Third Party Providers and other suppliers to ensure that UAL gets the best possible results and achieves Value for Money
- Provide support to the Lead Accountant in delivering robust financial information to support the Retail and Catering functions
- Develop and produce appropriate ad hoc financial analyses for the Lead Accountant – Estates and the Associate Director of Catering Retail and Accommodation Services and the Director of Estates as required e.g. occupancy reporting, external benchmarking, financial performance of the Accommodation Service, profitability of individual halls, performance of the Summer Business and the overall department.
- Support the Accommodation Finance Team in developing clear debt analysis reporting.
- Deciding the appropriate budgetary spend envelope to ensure a balanced budget is set and the longer term financial sustainability is maintained
- Assist the Lead Accountant – Estates and University procurement consultants during the procurement of tenders in obtaining costings with comparative to current costs

#### **Budgeting**

- Work alongside the Associate Director of Catering Retail and Accommodation and budget holders to develop and prepare annual zero based profiled budgets and quarterly forecasts for each service area
- Continually improve financial planning and deliver savings in conjunction with the Lead Accountant - Estates
- Support Budget Holders within the Accommodation function to effectively manage their budgets, providing training and other guidance where necessary

#### **Costing and Pricing**

- Support processes to benchmark University and Private Provider rents in readiness for rent setting by November each year for the subsequent academic year.
- Collate University data for the rents schedule prior to rent setting, detailing all residence rents, occupancy, room numbers and costs in preparation for rent review meetings.

- Support UAL's Commercial Summer Business by determining appropriate pricing to help the University maximise its income and liaising with the central finance tax team to ensure that the income is treated appropriately for tax purposes
- Provide costing and pricing analysis for new Halls of Residences to help inform the Accommodation Strategy and Operations
- Support processes for costing and pricing in the Retail and Catering functions

#### **Any Other Statistical Data**

- During year, forecast of staffing, revenue spend, summer business
- Ensuring all income has been received from students and rent payments to providers are paid in a timely manner
- Achievements of savings targets
- Benchmark rents charged to students against other London HEI and the private let sector

#### **Tenancy / Lease Agreements**

- Support the process of monitoring the various contractual agreements between Third Party Providers and UAL Students through the provision of financial information and reconciling the income and expenditure for each hall of residence in line with the provider's terms and conditions.
- Maintain a productive relationship with the financial leads at each third party provider
- Understand the contractual obligations between UAL and Third Party Providers/Landlords and ensure that contractual obligations are fulfilled by both parties, liaising as appropriate with legal advisors.
- Brief understanding of the VAT implications of contracts / agreements and impact on budgets, mainly relating to summer business and liaising with the tax team to ensure the contracts have appropriate tax clauses

#### **Financial Administration and year end processes**

- Support when required, financial and administrative duties within accommodation services and commercial services to ensure the effective and efficient collection of income as well as throughput of orders, invoices, budget allocations, expenditure transfers, journals, credit card transactions and other financial transactions
- Monitor the integrity of the financial data in respect to the Kinetics and WPM interfaces, highlighting any concerns to the Finance Business Systems Administrator
- Support effective liaison with third party suppliers to ensure queries are resolved appropriately and efficiently in a professional manner
- Support the Accommodation Finance team in producing financial information for Year End and at other times where appropriate
- Support the annual stocktaking process for the Retail and Catering outlets for audit purposes
- Prepare year-end adjustments for posting in line with the year-end financial timetable process. Primary financial tasks which require judgements include rental prepayments/accruals, deferred income, revenue accruals

#### **General**

- 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

#### **Key Working Relationships**

- Associate Director of Catering Retail and Accommodation Services
- Budget Holders within the Accommodation Department
- Lead Accountant - Estates
- Director of Finance
- Associate Director of Finance
- Director of Estates
- UAL Central Finance Team
- Accommodation Finance Manager
- Financial Accountants at all Residence Providers
- Third Party Suppliers / Contractors / Account Managers

#### **Specific Management Responsibilities**

**Budgets:** Department budget of approx. £50m

**Staff:** 0 Direct Reports

**Other** (e.g. accommodation; equipment): Not Applicable

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_  
(Recruiting Manager)

<b>Person Specification</b>	
<b>Specialist Knowledge/Qualifications</b>	<ul style="list-style-type: none"> <li>• Is fully qualified with a recognised Accounting Body (CIMA, ICAEW, ACCA, CIPFA or equivalent) - <u>Desirable</u></li> <li>• Has excellent IT knowledge including Advanced Excel Skills, Word and Outlook</li> <li>• Has knowledge of Finance Information Systems (e.g. SAP, Oracle, Agresso, Kinetics, Student System Replacement software - SITS)</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Extensive experience in a senior finance position either in the public or private sectors</li> <li>• Experience in business partnering</li> <li>• Experience of building successful internal working relationships with budget managers and other stakeholders</li> <li>• Sound understanding and proven experience of delivering value added financial reporting that supports decision making</li> <li>• Experience of preparing information for senior management to assist with strategic decision making</li> <li>• Experience of financial planning and budget setting</li> <li>• Experience of developing costing models to inform price settings</li> <li>• Track record of building strong relationships with a wider range of internal and external organisations, partners and stakeholders working together to deliver successful outcomes</li> </ul>
<b>Communication Skills</b>	An excellent communicator with great interpersonal skills, confident working with individuals at all level.

	<p>Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way</p> <p>Adapting communication style to reflect the circumstances, including communicating technical information in an accessible way to non-accountants</p>
<b>Planning and managing resources</b>	Plans, prioritises and manages resources effectively to achieve long term objectives
<b>Teamwork</b>	Works collaboratively in a team and where appropriate across or with different professional groups
<b>Student experience or customer service</b>	Builds and maintains positive relationships with students or customers
<b>Creativity, Innovation and Problem Solving</b>	Suggests practical solutions to new or unique problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.