

## JOB DESCRIPTION

<b>Job title:</b> Junior Finance Business Partner	<b>Accountable to:</b> College Finance Manager/Business Partner
<b>Contract length:</b> Permanent	<b>Hours per week:</b> 35 <b>Weeks per year:</b> 52
<b>Salary:</b> £36,532 - £44,865 per annum	<b>Grade:</b> 4
<b>Service:</b> Finance	<b>Location:</b> Hybrid – Stratford

### Purpose of the Role

This role is part of the College Finance Team which provides relevant and reliable financial and management information and customer focussed support to budget holders and other stakeholders across the College. In addition, the role is to support the development of financial transparency, accountability and engagement across the College by providing insightful analytical reporting, budget setting and general finance and administrative support.

### Duties and Responsibilities

#### Business Partnering

- Work with the Finance Manager/Business Partner and Head of Finance (HoF) to provide a comprehensive finance business partnering service to budget managers across the College, this will include supporting the annual budgeting setting, quarterly forecasting, monthly reporting and relevant commentaries, in accordance with agreed timetables.
- Establish close working relationships with assigned departments/senior managers to develop a full understanding of annual plans, deliverables, operational challenges.
- Work with the College Finance Manager/Business Partner and HoF in promoting a customer focused support service underpinned by business intelligence and analytics to support College senior managers and stakeholders with ad hoc and regular analysis and data sets to enable financial decision making. Examples include business analysis for course validations, new course development, resource allocations, and team structure changes.
- Work with the College Senior Finance staff to keep College senior managers and stakeholders updated on UAL and College wide financial, HR and administrative policies and processes.
- Organise regular training and briefing sessions for departments/senior managers to ensure budget managers have the knowledge and skills to manage their budgets and that they understand the Finance and relevant HR policies and procedures.
- Work in close co-operation with the UAL Finance team, ensuring up to date knowledge and compliance with the University's Standing Financial Orders, policies and procedures and legislative regulations such as IR35. Cascade information to non-finance stakeholders to

ensure these are adhered to when processing financial transactions and reporting.

- Support the College Finance Manager/Business Partner and HoF in developing a culture of financial literacy and engagement across the College and driving a culture of financial transparency, accountability, and good governance across the University.

### **Budgeting, Reporting and Analysis**

- Support the College Finance Manager/Business Partner and HoF with the annual budget setting, quarterly forecasting, and monthly monitoring, control and reporting process.
- Support the Finance Manager/Business Partner on the maintenance and further development of the monthly reporting packs across the College. This to include evaluating departmental reporting needs and requirements and proposing/developing updates as appropriate.
- Develop departmental reporting capabilities to improve business planning and promote appropriate resource allocations to departments and courses.
- Support the Finance Manager/Business Partner on the UAL annual course costing analysis by providing accurate and timely information on departments/courses.
- Work closely with the Finance Manager/Business Partner and HoF and central finance colleagues to develop and ensure adherence to month-end and year-end timetables, carrying out month-end adjustments, expenditure accruals and prepayments.
- Provide regular, insightful reporting with detailed analysis on transactions, variances and KPIs to departments/senior managers.
- Work in partnership with the College staffing teams to ensure all offers of employment including salaried, hourly paid and special lecturers are allocated accurately to the relevant department/course.
- Ensure departments/senior managers are fully engaged in the process of hiring and the Change of Employment of staff, provide regular updates and incorporate these into their financial and operations plans.

### **Administrative Functions**

- Provide support on financial transactional administration to Departments/Senior Managers. This includes support with sales invoices, purchase orders, new supplier set up, IR35 assessments, goods receipting, invoice matching, credit card expense reconciliation, student prizes and awards.
- Assist with the day-to-day finance operations of the College by providing support and supervision of the activities carried out by junior staff within the team.
- Be the departmental “housekeeper” for all ABW and I-Trent coding structures, ABW workflow

and authorisation structures to ensure expenditure items are approved in line with financial standing orders and protocols.

- Support the gathering and preparing of relevant data for various statutory and other returns.

### **Other Conditions**

- 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 may be required to regularly travel to other UAL sites.

### **General**

- To provide a customer focused service to internal and external stakeholders 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 Dignity at Work 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.

### **Key Working Relationships**

- College Head of Finance / College Budget Managers
- College Finance Manager/Business Partner
- College Staffing teams
- College Academic and Functional Management Teams
- College Finance Teams
- College Community (academic, technical, administrative)
- UAL Central Finance

**Specific Management Responsibilities**

Budgets: None

Staff: None

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

**Hera Role Code:** 001522

**Signed:** Abi Mobolorunduro **Date of last review:** 01 March 2023  
(Recruiting Manager)

**Job Title:** College Finance Junior Business Partner      **Grade:** 4

PERSON SPECIFICATION	
Specialist Knowledge/Qualifications	<p>Undergraduate Qualification in relevant area, or equivalent working experience.</p> <p>Actively studying for a professional accounting qualification.</p> <p>Excellent MS Office skills including Excel, Word and Outlook</p> <p>Knowledge of Finance Information Systems (Agresso / Excelerator desirable)</p>
Relevant Experience	<p>Good knowledge of finance and management information needs.</p> <p>An understanding of financial management controls and procedures.</p> <p>Experience of financial planning, budget setting, forecasting, management accounts and variance analysis.</p> <p>Experience of producing and explaining financial information and management accounts to tight deadlines.</p>
Communication Skills	<p>Communicates effectively orally, in writing and/or using visual media, with the ability to convey complex financial information to non-finance staff in a clear and meaningful way.</p>
Leadership and Management	<p>Able to self-direct and motivate, setting clear objectives to manage performance.</p>
Planning and Managing Resources	<p>Strong planning and organisational skills with ability to prioritise and manage resources effectively to achieve short and long term objectives.</p>
Student Experience or Customer Service	<p>Builds and maintains positive relationships with students and customers.</p>
Teamwork	<p>Works collaboratively in a team and where appropriate across or with different professional groups.</p>
Creativity, Innovation and Problem Solving	<p>Uses initiative or creativity to resolve problems.</p>

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.