

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b> Finance Business Partner	<b>Accountable to:</b> Senior Finance Business Partner – Estates & Projects Accountant	
<b>Contract Length:</b> Permanent	<b>Hours per week/FTE:</b> 35 Hours	<b>Weeks per year:</b> 52
<b>Salary:</b> £41,454 - £49,534 per annum	<b>Grade:</b> 5	
<b>College/Service:</b> Central Finance	<b>Location:</b> Granary Square – Kings Cross	

### Purpose

The Finance Business Partner is responsible for liaising with budget managers across UAL to ensure we manage our financial resources effectively to achieve financial success and resilience.

As an expert Finance Professional, you will adopt an agile approach in teams and also develop relationships and influencing decision making to support long term financial sustainability. The post holder is responsible for delivering effective support for financial planning, budgeting, forecasting, reporting, and providing financial analysis to monitor the delivery of the University's strategic objectives.

### Key Responsibilities

#### Business Partnering

- Support and advise Budget Managers and administrators across the University by:
  - o Partnering with College and Service leaders within their client portfolio to deeply understand the operational and strategic priorities of the business, managing financial risks and understanding any constraints, in order to identify effective and sustainable financial solutions. Establishing sustainable and influential working relationships with key stakeholders including the Finance Leadership Team, senior business leaders, peers and others as appropriate.
  - o Working in partnership with stakeholders to compile annual and ongoing budgets which accurately present the costs of the service and enable the budget manager to own their budgets and be fully accountable for them.
  - o Supporting them to cost options for new activities or changes to clients' services ensuring that the lifecycle of the project/activity can be fully evaluated and delivered.
  - o Developing detailed forecasts which profile spend across key areas, which enable strong financial management and accurate estimates of outturn.
  - o Ensuring costs are completely and accurately recorded on UAL's finance management system – Agresso Business World (ABW).
  - o Providing timely and accurate information for them to manage their budgets and make effective decisions.
  - o Ensuring appropriate information is available to meet the needs of external funders.
  - o Provide the right balance of constructive challenge to budget managers to deliver their services efficiently and ensure that all budgets and planned targets are achievable.
- Produce regular financial management information, monitoring outturns against plans, updating forecasts, and dealing with any specific or general issues arising therein.
- Report monthly on department's financial status, with explanations for variances as required.

- Support departments and colleges in the production of quarterly forecasts. Offer scrutiny and challenge to ensure forecasts are robust and achievable.
- Ensure colleges and departments are fully informed on matters affecting their overall financial position.

### **Budgeting and Accountability**

- Actively support the annual budget setting cycle and manage processes to ensure that all budget reviews and costings are prepared on time and in line with the agreed approach.
- To support the preparation of budgeting assumptions, targets, contingency plans and risk mitigation.
- Work collaboratively with budget holders to effectively manage their budgets, providing training and other guidance where necessary.
- Ensure all budgets are notified to budget managers and entered on the MIS in a timely manner.
- Ensure budgets are analysed on ABW to enable effective reporting of expenditure.
- Ensure reports are set up to support the budget management structure.

### **Financial Reporting and Analysis**

- Support the development and maintenance of the University wide management accounting structure to meet the needs of the University governance structure
- Support the process of maintaining a relevant coding structure on ABW including all interface systems
- Develop effective reports for pay and non-pay costs which enable expenditure to be monitored and controlled by budget managers across UAL
- Maintain and develop datasets which are complete and accurate for activity costing and other data returns as required.
- Ensure year-end procedures and schedules are completed and assist in the preparation of the University's statutory accounts.

### **General**

- Develop and maintain business partnering networks across the University to progress and improve standards of financial management and information for decision making. To work with staff from other areas of finance and other departments of the University and its subsidiaries, including liaison with members of academic and administrative staff in the Constituent colleges.
- Provide a highly effective service that supports and encompasses quality procedures and processes and provide professional input to networks across the University.
- To provide a customer focused service to both internal and external users of financial and management accounts.

Work within the University's policies and in particular to:

- Perform (from time to time) such duties consistent with their role level, assigned to them anywhere within the University.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's Equality, Diversity and Inclusion agenda and the Staff Charter, promoting Equality and Diversity in their work.
- To personally contribute towards reducing the University's impact on the environment and support actions associated with the UAL Sustainability Manifesto.
- 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 in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

#### **Key Working Relationships:**

- Heads of Services / Budget Holders in the Business
- Managers within Finance
- Budget Managers/Business Partners across UAL
- Payroll Managers/staff within HR
- All staff within the Finance Business Support Team
- All staff within Central Finance
- University wide Finance and other staff as appropriate
- Staff within associated companies and subsidiaries as appropriate
- External customers and suppliers as appropriate

#### **Specific Management Responsibilities**

**Budgets:** N/A

**Staff:** N/A

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

Signed Dipal Thankey Date of last review 06/06/2023

(Recruiting Manager

**Job Title: Finance Business Partner**

**Grade: 5**

#### **Person Specification**

Specialist Knowledge/ Qualifications	First Degree or equivalent  Professional accounting qualification, namely ACA, CIPFA ACCA, CIMA, (or equivalent)
Relevant Experience	Experience of building effective relationships with budget managers across an organisation  Experience of working with large data sets ability to write and develop financial reports using excel at an advanced standard  Experience of working in a fast moving financial environment, working to key milestones and delivering comprehensive results to tight deadlines
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives
Teamwork	Works collaboratively in a team and where appropriate across or with

	different professional groups
Student experience or customer service	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems