

## JOB DESCRIPTION

**Job Title:** Finance Business Partner

**Grade:** SG8

**Department:** Finance

**Responsible to:** Senior Finance Business Partner

**Standard Occupational Classification (SoC code):** TBC

**Non-Contractual Nature of Role Profile:** This role profile is non-contractual and provided for guidance. It will be updated from time to time in accordance with the changing needs of the University and the requirements of the job.

### **PURPOSE OF ROLE:**

Provide finance management support to relevant faculties and directorates, including budgeting, year to date actuals reporting and in year forecasting. Be the finance lead on a number of business cases.

### **KEY ACCOUNTABILITIES**

#### **Finance Performance Management**

- Provide accurate and reliable in year finance actuals to relevant faculties and directorates
- Work with the faculties and directorates to create 5-year financial plan
- Work with the faculties and directorates to provide quarterly in year financial forecasts
- Ensure all cost and revenue lines are well understood and controlled
- Input budget & forecast into finance system

#### **Team Specific:**

#### **Business Partnering**

- Act as the Finance representative at key senior leadership meetings for their Faculty / Directorate.
- Own the relationship with Faculties and Directorate on behalf of Finance.
- Ensure budgets and financial plans are adhered to explore mitigations in the event of potential overspends.
- Work collaboratively with Faculty/Directorate to lead on developing cost saving and revenue optimisation initiatives.
- Assist faculties & directorates with development of new programmes and initiatives.

**Business Cases**

- Develop business cases, working with non-finance stakeholders, obtaining various inputs, and converting them into well understood financial plans.
- Communicate development of business cases to a range of stakeholders, ensuring the overall messages are pitched at an appropriate level.

**Generic:****Managing Self:**

- Develop and exhibit excellent organisational, planning and time management skills.
- Display logical thinking with creative problem-solving.
- Excellent communication and negotiation skills.
- Able to build positive, collaborative relationships with a variety of stakeholders.
- Ability to work well with others and to provide leadership to a variety of internal and external stakeholders.

**Core Requirements:**

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and perform duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

**Additional Requirements:**

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that Finance Directorate delivers the required level of service.

**KEY PERFORMANCE INDICATORS:**

- Month end results are delivered on time, are dependable, and accurate.
- Budget and forecasts are submitted on time, delivered in an appropriate format, and are well understood.
- Provision of business case information is timely (deadlines met) and presented in an appropriate format that is easily understood by the target audience.

**KEY RELATIONSHIPS (Internal & External):**

- Deputy Finance Director
- Financial Controller
- CFO, VC & Other Executives
- Financial, Planning & Analysis Team
- Senior Finance Business Partners

## **PERSON SPECIFICATION**

### **EXPERIENCE:**

#### **Essential Criteria**

- Experience of impactful analysis & insight
- Experience of collaborating with multiple stakeholders, working to tight deadlines, and dealing with ambiguity
- Experience building and maintaining financial models.
- Up-to-date knowledge and relevant management accounting experience

#### **Desirable Criteria**

- Experience of working within Higher Education.
- Educated to degree level or equivalent.

### **SKILLS:**

#### **Essential Criteria**

- Excellent interpersonal skills/ emotional intelligence
- Able to operate both at detail level and the summarise into clear, impactful insightful analysis for informed decision making at senior manager level.
- Comfortable dealing with ambiguity and developing solutions in an agile and flexible way.
- Able to prioritise, organise and deliver a complex and changing workload under pressure to tight deadlines, without constant supervision

#### **Desirable Criteria**

- N/A

### **QUALIFICATIONS:**

#### **Essential Criteria**

- Have qualifications such as ACA, ACCA, CIMA with up-to-date knowledge and relevant.

#### **Desirable Criteria**

- N/A

**PERSONAL ATTRIBUTES:****Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.

**Desirable Criteria**

- N/A