

JOB DESCRIPTION

Job Title:	Assistant Finance Business Partner	Grade:	SG 7
Department:	Finance	Location:	Avery Hill
Start date:	TBC	End date:	Permanent
Role reports to:	Senior Finance Business Partner		
Key contacts:	<ul style="list-style-type: none"> • Faculty / Directorate Budget holders • Senior Finance Business Partners (SF-BP) • Finance Business Partner • Research Analysts • Deputy Director of Finance • Financial, Planning & Analysis team 		
<p>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.</p>			

Job Purpose: Provide management information and support to Faculty and Directorate Senior Management Teams to enable them to plan and manage their financial performance. Support the Senior Finance Business Partner (SFBP) to lead and deliver exceptional finance business partnering support to their portfolio of Faculties and/or Directorates, providing initial decision support and insight on financial performance on behalf of SFBP / FBP. The role holder will have a business partnering mindset exemplifying excellent service delivery and being uncompromising on quality. The individual will be the expert user of Enterprise Performance Manager (EPM) system for their Finance Business Partnering team, populating the EPM system in line with the budgeting, forecasting and EPM timetables. They will be part of the community of best practice around the use of EPM working collaboratively with other Assistant Business partners and FP&A team to enhance service delivery and decision making.

Key Responsibilities:

Finance Performance Management

- Working collaboratively with the Faculty / Directorate senior leadership team to provide financial and business insight and challenge to decision making on a cross-section of commercial, financial, accounting activities and projects. The aim is to drive impact and understanding of financial reporting on business performance and analysis, enabling a link to financial data to inform business strategies and decision making
- Responsible for ensuring the financial performance management processes for their portfolio operate within the core principles of transparency, value for money and the University's ongoing financial sustainability
- Responsible for building and completing the required submissions around budgets and forecasting periodically. Through discussions and the interpretation and analysis of data help build income projections, financial budgets, forecasting and reporting.
- Responsible for supporting the production of Faculty and Directorate monthly and quarterly finance management reporting packs, including insightful analysis as required. Where needed consolidating various sources of financial information and providing commentary
- Where required, provide financial analysis and data to support the SFBP/FBP with the development of strategic and tactical business cases for projects and proposals
- Provide support with Year-End requirements co-ordinating with Faculty / Directorate stakeholders as required.
- Support of local audits (e.g., of research grants, other external funding) ensuring positive outcomes as required

Business Partnering

- Proactively seek an in-depth understanding of Faculties and Directorates as well as being technically proficient
- Positively contribute to the community of best practice around EPM use, driving improved and standardised processes. Where required supporting improvement initiatives.
- Championing business partnering and working collaboratively with colleagues from across Finance and the Faculty / Directorate to build professional relationships and better serve customers.

Leadership & Team development

- Step in for the Senior Finance BP and / or the Finance Business Partner to be the representative of Finance at key senior leadership meetings at Faculty / Directorate level
- Lead by example and contribute to creating an inclusive and diverse environment, be a role model and set expectations for others to follow by embodying excellent service delivery and uncompromising quality
- Take on additional roles and responsibilities across the Finance Team as required
- Actively supporting CFO transformation programme and engaging the team in activities that embrace the values of collaboration, inclusivity, and collaboration. Supporting the on-going embedding of new ways of working to maximise the use of the new cloud-based platform across the Finance Directorate

Benchmarking and best practice

- Working with the Finance leadership team to move towards continuous improvement and promotion of a strong control and governance culture. Proactively contributing to conversations / working groups to move towards a best-in-class Finance Business Partnering
- Drive continuous improvement in the provision of management reporting, financial planning, control and administration
- As a part of the community of best practice for EPM, work alongside the other assistant Finance Business Partners and the FP&A team to define the culture, ways of working and service delivery standards and support the on-going embedding of new ways of working.

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.
- Curious minded with a solution focussed mindset.
- Manage own time and daily work tasks.
- Work independently and as part of a team.

Key Performance Indicators

- Insightful and timely production of management information for their portfolio's leadership team. Be a trusted source of information for the Senior Finance Business partner and customers
- Delivery to the team agreed standards/principles and KPIs
- Continuously looking to increase knowledge and technical proficiency.
- Proactively contributing towards creating communities of best practice and standards across the Finance directorate
- Voice of Customer satisfaction survey results are highly satisfied with the service provided
- Supporting the identification and delivery of a continuous improvement plans to enable the evolution of Finance

Additional Requirements:

The post holder will have access to a range of sensitive and key University systems, it is therefore essential that they demonstrate a high level of professional integrity and discretion.
Any other duties appropriate to the post and grade.

PERSON SPECIFICATION
Essential
Desirable
Experience:

- Up-to-date knowledge and relevant management accounting experience
- Excellent knowledge of financial and management accounting frameworks

Skills

- Demonstrable financial, commercial and, business acumen including strong interpersonal skills, excellent analytical skills.
- Excellent interpersonal skills/ emotional intelligence with the ability to constructively challenge at senior manager level adopting a customer focused approach
- Able to operate both at detail level and the summarise into clear, impactful insightful analysis for quick and 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
- Change agent, leading on improvement initiatives across different stakeholder groups
- We are looking for people who can help us deliver the values of the University of Greenwich: Collaboration, Inclusivity, Impactful

Experience:

- Experience of working within Higher Education
- A CAAB qualified or part qualified accountant (ACA, ACCA, CIMA, etc)
- Oracle EPM Cloud experience
- Educated to degree level