

JOB DESCRIPTION

Job Title:	Senior Finance Business Partner	Grade:	SG9
Department:	Finance	Date of Job Evaluation:	June 2022
Role reports to:	Deputy Finance Director		
Direct Reports	<p>Business Partner Team 1 - Finance Business Partner (SG8), Assistant Finance Business Partner (SG7), Research Finance Officer (SG6)</p> <p>Business Partner Team 2 - Finance Research Business Partner (SG8), Assistant Finance Business Partner SG7, Research Finance Officer (SG7) x2</p> <p>Business Partner Team 3 - Assistant Finance Business Partner (SG7), Research Finance Officer (SG6)</p> <p>Business Partner Team 4 - Assistant Finance Business Partner (SG7), Research Finance Officer (SG6)</p>		
<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:

To inspire and lead a high performing team to oversee the financial performance management across core finance disciplines including capital accounting, research, income, cost, and contribution for a portfolio of Faculty and Directorates. Ensure financial sustainability consideration is at the centre of insight, analysis and decision making. Owning the relationship with the Senior Management Team (SMT) of the Directorates and Faculty in their portfolio, the role holder will need a strong business partnering mindset exemplifying excellent service delivery and being uncompromising on quality. A forward-looking outlook that proactively provides decision support, and critical friend approach to advice and support Faculty and Directorate financial decisions. Excellent commercial acumen and filter to know when to escalate financial concerns. The role will work within a business partner community that operates collaboratively to enhance service delivery and decision making. This role will also require an individual with a passion for developing and coaching team members to reach their potential.

Key Responsibilities:

Finance Performance Management

- Responsible for working with the Faculty and Directorate Senior Management teams, to provide decision support in the development of their budget, 5-year financial planning, and quarterly forecast plans. Oversee inputting of Faculty and Directorate owned plans into finance system.
- Providing strategic advice in developing business cases, decision support on strategic initiative. Proactively exposing and testing scale of risks and opportunities within context of strategic direction of University and other external factors
- Providing financial strategic thinking and planning to Faculty / Directorates across core financial disciplines including capital, research, revenue, cost, and contribution

- Oversee analytical review and insight into monthly management account processes, working with Finance, Planning & Analysis team as appropriate.
- Oversee provision and review of data and information required for statutory and regulatory reporting including audit backing and documentation for financial statements
- Overseeing the support of local audits (e.g., of research grants, other external funding) ensuring positive outcomes as required

Business Partnering

- Act as the Finance representative at key senior leadership meetings for their Faculty / Directorate. They own the relationship with Faculties and Directorate on behalf of Finance
- Facilitates deployment of strategic Faculty/Directorate led projects, new programmes and initiatives.
- Work collaboratively with Faculty/Directorate to lead on developing cost saving and revenue optimisation initiatives
- Work collaboratively with Senior Finance BP community leading on a technical or leadership themes to set standard practices and guidance on behalf of the BP community
- Work alongside the other Senior Finance Business Partners, FP&A Manager and Deputy Finance Director to define and model the culture, ways of working and service delivery standards for the Finance Business Partnering community.

Leadership & Team development

- Create an inclusive and diverse environment, role model and set expectations to lead a high performing team that embodies excellent service delivery and uncompromising quality
- Motivate, develop, and empower individual members of the team to realise their potential at both a personal level and as a key contributor to the team's performance.
- Manage and develop the team's service delivery model with its business partners ensuring excellent service delivery, uncompromising on quality and embodying values of UoG
- Take on roles and responsibilities across the Finance Team as required
- Actively supporting CFO transformation programme and encouraging the team to take on activities that embrace the values of collaboration, inclusivity, and collaboration

Benchmarking and best practice

- Continuously identifying new and innovative finance management and leadership approaches which enhance stakeholder experience whilst meeting University needs. Present constructive challenge to traditional ways of working where scope for improvement in processes is identified.
- Proactively engage with peer networks to benchmark the performance of the service against other UK Universities, identifying ways to achieve better overall value outcomes for Faculties, Directorates and the University.
- Support and champion the adoption of the Oracle cloud-based platform and associated best practices across the Finance Directorate and Faculties and Directorates
- Work collaboratively with the Senior Business Partners and Faculty / Directorate senior leadership teams to enhance EPM's capability and use.

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.

Key Performance Indicators

- Insightful and timely production of management information for their portfolio's leadership team
- High performing team standards/principles agreed with team are in place and KPIs/monitoring methods identified
- Development plans for all team members in place
- Ways of working and key deliverables agreed with partners / customers
- Voice of Customer satisfaction survey results are highly satisfied with the service provided by each team
- Continuous improvement plans in place to enhance business processes

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.

Key Relationships (Internal and External)

- Professional Services Directors / Faculty Senior Management Team
- Financial, Planning & Analysis Manager
- Other Senior Finance Business Partners
- Financial Controller

PERSON SPECIFICATION

Essential	Desirable
<p>Experience:</p> <ul style="list-style-type: none"> • A CAAB qualified accountant (ACA, ACCA, CIMA, etc) with up-to-date knowledge and relevant management accounting experience • Experience of leading Finance Teams / Professionals • Track record of providing financial partnership to Senior managers <p>Skills</p> <ul style="list-style-type: none"> • Track record of developing and empowering individuals to realise their potential • 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 	<p>Experience:</p> <ul style="list-style-type: none"> • Experience of working within Higher Education • Experience in developing high-performance teams • Oracle EPM Cloud experience • Leading people or processes • Educated to degree level or equivalent