

### JOB DESCRIPTION

<b>Job Title:</b>	Financial Planning & Analysis (FP&A) Manager	<b>Grade:</b>	SG9
<b>Department:</b>	Finance	<b>Date of Job Evaluation:</b>	June 2022
<b>Role reports to:</b>	Deputy Finance Director		
<b>Direct Reports:</b>	FP&A Analyst (SG8), Commercial Analyst (SG8), Assistant FP&A Analyst (SG7)		
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.			

#### Job Purpose:

To inspire and led a high performing team responsible for the budgeting and forecasting process and analysis across the University to provide insights and support major institutional decisions for the VC Executive and the senior management leadership teams. The role holder will have 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 support Institution wide financial decisions. Accountable for completion of the Transparent Approach to Costing (TRAC), annual Office for Students (OfS) return, Institutional level budgets, forecasts, monthly process, and a framework for commercial decision making. They will be the business process owner for EPM. The role requires excellent commercial acumen and filter to know when to escalate financial concerns. Finally, this role requires an individual with a passion for developing and coaching team members to reach their potential

#### Key Responsibilities:

##### Financial Planning & Budget Management

- Required to shape and influence University wide strategic directives and translate this as required at the Faculty / Directorate level. This will include influencing and supporting financial and commercial strategy.
- Accountable for bringing together Faculty and Directorate management information to prepare and present Institutional level reports
- Owns the budgeting and forecasting process working collaboratively with the Finance Business Partnering teams to oversee completion of related activities
- Business owner of the Enterprise Performance Management (EPM) system and overseeing ongoing development and enhancements
- Accountable for the Transparent Approach to Costing (TRAC) return, Annual Office for Students (OfS) return.

##### Proactive Insightful, Analysis and Reporting

- Responsible for proactive analysis to understand performance and identify efficiency improvements. Root cause analysis, establishing trends and causal relationships, testing multiple scenarios to generate data driven recommendations
- Comfortable interpreting and directing analysis involving large quantities of data to understand performance
- Responsible for Joint Venture, Collaborations, Partnership and other commercial arrangements including financial modelling, costing and pricing, oversight of due

diligence, ongoing monitoring and resource allocation to ensuring financial implications fully understood

- Leads on the development of University wide analysis on cost saving and revenue optimisation and supporting strategic and tactical projects and proposals as appropriate

### **Leadership & Team development**

- Create an inclusive and diverse environment, role model and set expectations to lead a high performing team that embody 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 Financial Planning & Analysis (FP&A) team, delivering 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 the University.
- Support and champion the adoption of the Oracle cloud-based platform and associated best practises 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 Institutional level management information for the Universities 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
- Insightful and timely production of management information for Senior Finance Business partner teams and customers.
- 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 & External):**

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

**PERSON SPECIFICATION**

<b>Essential</b>	<b>Desirable</b>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• A qualified accountant (ACA, ACCA, CIMA) with up-to-date knowledge and relevant management accounting experience</li> <li>• Experience of leading Finance Teams / Professionals</li> <li>• Experience leading and managing budgeting, forecasting, financial performance management processes</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Track record of developing and empowering individuals to realise their potential</li> <li>• Excellent interpersonal skills/ emotional intelligence with the ability to constructively challenge at senior exec level adopting a customer focused approach</li> <li>• 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</li> <li>• Comfortable dealing with ambiguity and developing solutions in an agile and flexible way</li> <li>• Able to prioritise, organise and deliver a complex and changing workload under pressure to tight deadlines, without constant supervision</li> <li>• Change agent, leading on improvement initiatives across different stakeholder groups</li> <li>• We are looking for people who can help us deliver the values of the University of Greenwich: Collaboration, Inclusivity, Impactful</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience of working within Higher Education</li> <li>• Experience in developing high-performance teams</li> <li>• Educated to degree level or equivalent</li> <li>• Experience building and maintaining financial models</li> <li>• Oracle EPM Cloud experience</li> </ul>