Finance Business Partner
Hull York Medical School

Closing date: 26 September 2021
Interview date: 18 October 2021 (To be confirmed)
Vacancy reference: 9773
INTRODUCTION

We are seeking a Finance Business Partner to join the Hull York Medical School within the Faculty of Sciences. This post is a replacement of an existing role. The Hull York Medical School is a collaboration between the Universities of Hull and York and the NHS. The School operates from both University campuses and within teaching hospitals and medical practices throughout the Yorkshire and Humber region.

This is an exciting time to join Hull York Medical School. Following the Department of Health initiative to expand the number of medical school places in England, the Hull York Medical School was awarded an additional 90 places a year from 2020, representing a 70% increase in places. For our School, this expansion of undergraduate medical places is a significant milestone in our history. The School is therefore undergoing considerable change, which will continue until academic year 22/23.

The University of York, established in 1963, is ranked in the top 20 universities in the United Kingdom and we are ranked in the top 1% of universities in the World. Higher education has been an area of rapid growth over the last two decades, both in the UK and globally, the University of York has been at the forefront of this growth. The environment in which the University operates has changed dramatically over the last ten years with Government funding now only 25% of our income as opposed to nearly 50% then. At the same time the University has nearly doubled in size with our annual income in 2016 now at £331m. The regulatory environment of the University is changing with new opportunities emerging to improve our recruitment of overseas students, invest in our academic courses and student experience, establish academic and commercial joint ventures in the UK and overseas, develop new research partnerships and industry ventures.
Main purpose of the role

The Finance Business Partner has overall responsibility for the provision of financial advice, support and information to the Medical School Leadership Team. As the key link to the Finance functions of the two sponsoring Universities the post holder will work with the Leadership Team to ensure that the School’s financial strategies, targets and plans are delivered. The postholder will support risk and performance management and help ensure that resources and staffing are fully optimized. The post holder will develop and monitor financial plans in line with the annual planning cycles within each University. Ensure delivery of Management Accounts and information at both Universities and report on progress against contribution targets in accordance with the appropriate timetables. Be responsible for wider financial reporting, and project appraisals.

The post holder will manage a small financial team within Hull York Medical School whilst supporting the financial requirements of both Universities. There is an expectation that the post holder will work across both Hull and York sites on a regular basis.

The post holder will directly report into the Faculty Finance Manager at the University of York and will also have a strong working relationship with the corresponding faculty level post in the University of Hull – the Head of Finance Business Partnering. In addition, the post holder will have a dotted reporting line to the Head of Operations and Deputy Chief Operating Officer in Hull York Medical School.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Act as financial business advisor for Hull York Medical School, providing financial support and guidance to the Leadership Team, including project evaluation, investment appraisal, strategic options and general commercial advice whilst ensuring achievement of value for money
- Contribute to the longer term operational and financial planning of the Medical School
- Act as a liaison role linking the Finance Department to other departments
- Advise the department on both strategic and operational financial matters, including appraisals relating to investment, restructure or other business change
- Present and discuss knowledgeably the causes and effects of financial information and performance to senior management
- Attend and contribute to departmental and finance meetings
- Ensure staff posts are affordable and provide associated information to the Faculty Dean’s Support Group
- Ensure delivery of monthly management accounts for Hull York Medical School detailing variances and providing analysis to the Faculty Finance Manager, Head of Finance Business Partnering and the Hull York Medical School Management Board in format appropriate to the audiences
- Provide accurate financial information for the Medical School in line with required timescales which may be driven by the school, faculties and central University finance requirements
- Complete the financial year end for the School in accordance with laid down procedures, ensuring all income and expenditure is accounted for in accordance with International and UK reporting standards and adhering to each University’s timetable
- Work with Finance Managers and specialist colleagues to produce departmental strategic plans and the 5 year forecast.
**JOB DESCRIPTION**

- Maintain effective strategic relationships and networks to support furtherance of the Medical School
- Provide line management and guidance to operational finance staff and other support staff employed by both University of York and University of Hull, with the aim of ensuring that updated financial processes are embedded and approved
- Participate in project and development work as determined by Finance Manager
- Identify areas for optimisation of cost management or income generation
- Identify areas for process improvement and efficiencies
- Work with colleagues in Research Grants and Contracts office, and departmental research leads to ensure that research grants and associated financial forecasts are appropriately maintained
## PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Education to degree level or equivalent</td>
<td>Essential</td>
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<tr>
<td>Accounting Qualification (ACA, ACMA/CGMA, ACCA or equivalent), with appropriate professional membership</td>
<td>Essential</td>
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<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Some knowledge of the UK Higher Education sector including administrative systems and external environment</td>
<td>Desirable</td>
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<td>Knowledge and understanding of process improvement and implementation techniques within a large complex organisation</td>
<td>Essential</td>
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<td>Project appraisal techniques</td>
<td>Essential</td>
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<tr>
<td>UK GAAP (Generally Accepted Accounting Practice) including FRS102</td>
<td>Essential</td>
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## Skills, abilities and competencies

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<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<tr>
<td>Excellent interpersonal and communication skills</td>
<td>Essential</td>
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<td>Good presentation skills</td>
<td>Essential</td>
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<tr>
<td>Advanced IT skills particularly with Excel, Word and proprietary financial systems</td>
<td>Essential</td>
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<td>Analytical/problem solving ability</td>
<td>Essential</td>
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<td>Report writing for senior management decision making</td>
<td>Essential</td>
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<td>Can adeptly summarise and convey complex ideas or information</td>
<td>Essential</td>
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## PERSON SPECIFICATION

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<th>Experience</th>
<th>Essential / Desirable</th>
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<tr>
<td>Experience of working as Management Accountant, Finance Business Partner</td>
<td>Essential</td>
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<td>or equivalent in a large/complex organisation, either public or private</td>
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<td>sector</td>
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<td>Experience of successfully leading, motivating and developing others</td>
<td>Essential</td>
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<td>to achieve results</td>
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<td>Experience of budget management and project appraisal techniques</td>
<td>Essential</td>
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<td>Experience of working to multiple stakeholders, and delivering to competing</td>
<td>Essential</td>
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<td>deadlines</td>
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<td>Project leadership experience</td>
<td>Desirable</td>
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## Personal attributes

| Ability to analyse information and communicate conclusions persuasively    | Essential             |
| Able to form partnerships with partner departments and senior management  | Essential             |
| Commitment to understanding the business including its ethics and culture  | Essential             |
| Highly motivated; able to work independently and as part of complex teams | Essential             |
| A high degree of attention to detail and solution orientated              | Essential             |
| Can demonstrate the ability to build and strengthen working relationships, | Essential             |
| actively pursues a shared interest and works jointly to influence events  |                       |
| and decisions                                                             |                       |
Hull York Medical School is committed to transforming the health of people within the region and beyond – through its students, staff and the impact of its teaching and research. The joint medical school of the Universities of Hull and York, Hull York Medical School has a reputation as one of the UK’s most exciting, contemporary schools. Since it was established in 2003, it has been inspiring doctors and academic leaders of the future with the research, skills and knowledge they need to look at things differently and advance improvements in healthcare around the world.

This is an exciting time to join Hull York Medical School. Following the Department of Health initiative to expand the number of medical school places in England, Hull York Medical School was awarded an additional 90 places a year from 2019, which represents a 70% increase in places. For our School, this expansion of undergraduate medical places is a significant milestone in our history. Our expansion will ultimately allow us to produce more doctors who are equipped with the knowledge and skills needed to respond to challenges within healthcare and to transform patient care – within our region and beyond.

**Inspiring doctors and academic leaders of the future**

Hull York Medical School offers exceptional medical education delivered by senior academics and clinicians in a stimulating and supportive environment with world-class facilities and using problem-based learning as its central pedagogy.

At undergraduate level the School’s MB BS Medicine programme offers an innovative curriculum focused on clinician led problem based learning and early and sustained clinical exposure across a range of primary and secondary healthcare settings. This approach ensures students graduate as excellent thinkers, evidence-based practitioners and patient-centred communicators who are able to deliver brilliant healthcare.

The School’s postgraduate taught programmes offer students the opportunity to deepen their understanding of subjects such as clinical anatomy, human anatomy and evolution and their applications in practice and education. Courses are also available for health professionals interested in education and educational research. In addition, we offer a Masters in Physician Associate Studies.

Postgraduate research students benefit from a thriving research community and the opportunity to learn from world leading experts who are internationally recognised for their work.

The Allam Medical Building at the heart of the University of Hull’s £28million Health Campus is home to Hull York Medical School in Hull. Opened in 2017 by Her Majesty the Queen, the Allam Medical Building provides specialised teaching facilities including a simulated ward, operating theatre and intensive care nursing facilities, and provides opportunities for medical students to work alongside, nursing, midwifery and allied health undergraduates, as well as PhD students, advanced nurse practitioners and physician’s associates.

The Medical School building on the University of York campus was extensively refurbished in 2019 (£5m) to meet the needs of expansion. This includes state-of-the art anatomy facilities, as well as high spec student learning space and office accommodation for the School’s leadership and administrative teams.
A partnership for people who want to make a difference
Academic and clinical researchers at Hull York Medical School have a strong reputation for their work, 85% of which was classed as ‘world-leading’ or ‘internationally excellent’ (REF 2014). Their research is advancing improvements in healthcare – treatment, diagnosis and care – improving the health of people locally and impacting national and international health agendas in areas such as cancer research, palliative medicine, mental health and global public health.

At York, the School’s researchers have a global reputation for their work. From scientific discoveries that underpin the development, diagnosis and treatment of the world’s most aggressive diseases, to mental health research which addresses the needs of a wider variety of patients and helps to identify, treat and support them, this work is casting new light and impacting public health globally.

The University of Hull’s health research is a major strength and it’s Institute for Clinical and Applied Health Research (ICAHR) brings together expertise from Hull York Medical School and the other schools within the Faculty of Health Sciences with the aim of conducting research which is locally relevant but globally significant. The Institute includes Hull York Medical School research groups concentrating on Diabetes & Endocrinology, Cancer, Cardiology, Palliative Medicine, Primary Care, Respiratory Medicine and Vascular Surgery, and Clinical; trails and methods. Laboratory scientists are focussed on generating new knowledge and understanding of the biochemical, molecular and cellular mechanisms that contribute to the development of thrombosis and metabolic diseases, and translate these in findings into clinical benefits.

Partnerships
As well as a unique partnership between the Universities of Hull and York, Hull York Medical School works with NHS Trusts, Mental and Community Health organisations and GPs across the Yorkshire Region. These partnerships ensure the School remains in touch with the healthcare needs of the communities it serves as well as abreast of current and future workforce challenges.
THE UNIVERSITY OF YORK

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2020 it is the home of more than 18,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities to have appeared in the world top 100. We were rated 22nd in the 2019 Times & Sunday Times league table. The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding multiple awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
OUR COMMITMENT TO EQUALITY, DIVERSITY AND INCLUSION

Founded on the principles of excellence, equality and opportunity for all, the University is proud to create an environment that attracts staff and students from all over the world. What we gain from diversity is immeasurable.

Our Equality, Diversity and Inclusion Strategy, which was developed in partnership with our staff and student communities, describes our commitment to create a culture where everyone can contribute to university life, knowledge and growth.

We want to create a working, learning, social and living environment that will enable all staff and students to achieve their full potential. Our strategy sets out an ambitious set of objectives to succeed in our commitment, but we have a challenging journey ahead. We recognise that we are not truly representative of our communities locally, nationally and internationally. We would like to pay particular focus to gender parity across all levels, particularly in senior roles; the recruitment, retention and success of a more ethnically diverse staff and student community; an accessible and inclusive campus and ensuring that the values and behaviours we expect from everyone embrace inclusive responsibility and leadership.

Opportunity for all
Our outreach programmes and widening participation work have made us one of the most socially diverse universities among our peers. The York Students in Schools (YSIS) programme has been providing a helping hand in the city’s classrooms for 25 years, placing around 700 students with local schools every year. It recently introduced a new English and Mathematics tutoring scheme.

A report by The Reform Research Trust in September 2017 ranked York second out of 29 high-tariff institutions for our track record in increasing access for disadvantaged students from 2011/12 to 2015/16.

Wellbeing and support
Students are encouraged to balance their studies with activities and interests to give them a healthier and more rounded student experience. We have invested heavily in support of physical health with new and improved sports facilities, and in mental health through our Open Door counselling and crisis team which now opens in the evenings during term time. We have also developed a support network of staff trained in Mental Health First Aid. University staff have access to wellbeing help and support, and can access advice through our site. We have launched a new health and wellbeing plan with actions informed by our latest staff survey.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit [www.visityork.org](http://www.visityork.org) for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 9773
- Complete the online application form

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