Finance Business Partner

**Department:** Finance

**Hours of work:** Full time/ 37 hours per week (Flexible working requests between 0.8 and full time will be considered)

**Contract type:** Open

**Salary:** Grade 7/£42,155 - £51,805 per year (reduced pro-rata for part time working)
Introduction

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.

We are looking for Finance Professionals who intend, in partnership with our academic and professional service colleagues, to improve processes, seize opportunities, identify solutions, explain complexity, overcome difficulties and persist in the work started in 1963 to continue to make the University of York renowned globally for academic excellence.

Main purpose of the role

You will support senior managers of departments and subsidiaries based across the University of York, in the role of a finance specialist. You will provide strategic support and also act as day-to-day liaison. You will offer high quality technical assistance, and maintain positive relationships between the finance team and University departments and subsidiaries.

You will work flexibly across a number of departments and subsidiary companies under the supervision of senior Finance team staff, providing business partner, financial and management accounting support, and be an effective contributing member of the finance team.

Key responsibilities

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

1. Role Specific Responsibilities
   - Provide the Directors and budget holders with a business partnering service based on strong rapport, trust and credibility which will inform, support, challenge and help drive their strategic decision-making processes.
   - Support the production of the five year financial forecasts, annual budgets, in-year reforecasts, including the preparation of quarterly management accounts, and year-end outturn position.
   - Provide support to Professional Service Departments in evaluating new initiatives, constructing business cases, and option appraisals to improve their service delivery.
   - Work closely with the Directors and budget holders to help improve financial performance, through income generation or cost management.
   - Share and develop best practices, to ensure consistent ways of working across the Professional Service departments and within the Finance team.
   - Support projects within the finance department, linked to improving the efficiency and effectiveness of financial reporting, processes and procedures, and actively input to other projects on behalf of the wider University.
   - Prepare and present financial reports on financial performance at internal meetings and committee meetings.
   - Prepare statutory accounts for the subsidiaries and liaise with the year-end auditors.
   - Other duties within the scope and spirit of the job purpose, the title of the post and its grading.
2. University of York Responsibilities for Grade 7

Service and Operational Delivery

- Contribute to operational leadership and decision making to shape the nature and level of professional and support services within own area of responsibility.
- Line manage and lead the work of a team or section; optimise use of resources and ensure team objectives are met; set the overall direction and goals of the team.
- Accountable for delivery of a service for a large or complex area or across multiple service areas.
- Make effective use of digital solutions to carry out operational activity and lead the development of efficiency improvements.
- Provide support and encouragement for members of the team through effective leadership; demonstrate compassion and give advice on commonly occurring wellbeing issues.

Continuous Improvement

- Review service / operational delivery, identify additional service requirements or shortfalls and develop innovative solutions to progress.
- Promote the improvement and efficiency of services by implementing and managing the review and improvement of service procedures.
- Review internal and external practice to identify and deliver opportunities for future improvements or efficiencies.
- Apply expertise to identify, understand and propose resolutions for significant, long term or complex problems.
- Proactively identify opportunities for building new personal knowledge and skills for self and others. For roles at this level with line management responsibilities, ensure training and development needs of the team are met.
- Deliver knowledge sharing on specialist defined processes to the broader team and/or the University.

Specialist Contribution

- Act as a specialist point of contact for dealing with complex data and information sources, providing interpretation and analysis.
- Responsible for shaping the development and learning of others both within and outside of the team, through the design and delivery of training sessions.
- Provide expert professional subject expertise and problem-solving skills, sharing knowledge with the team as needed.

Collaboration and Communication

- Produce communications for promotional and reporting purposes, designing and structuring information and facts, applying creative and innovative principles to influence and engage.
- Actively participate in internal and external communities of practice and knowledge sharing with a view to inform and improve future service or operational delivery plans and development.

Governance and Oversight

- Oversee activity to ensure all processes and transactions are delivered in line with regulatory and professional service and policy standards, ensuring appropriate controls and monitoring interventions are in place.
- Provide advice to stakeholders regarding compliance and regulations where there is a level of ambiguity or discretion to be applied.
• Horizon scan to understand emerging legislation and regulation and support consideration of the University’s response.
• Where applicable to the role, take responsibility for health and safety considerations of the work environment, through the completion and implementation of risk assessments.

Planning and Organisation
• Responsible for the planning and organisation of the workload of the team across a range of activities, on a regular basis.
• Contribute to longer term planning requirements at operational and occasionally strategic level; make recommendations about future resource requirements.
• Lead large scale projects to facilitate major service or operational change.
## Person specification

<table>
<thead>
<tr>
<th>Role Specific</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Accounting Qualification (ACA, ACMA/CGMA, ACCA or equivalent)</td>
<td>Essential</td>
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<td>Knowledge and understanding of accounting practices and procedures used in large complex organisations</td>
<td>Essential</td>
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<td>Change management, experience of process improvement implementation</td>
<td>Essential</td>
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<td>Project appraisal techniques</td>
<td>Essential</td>
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<tr>
<td>Good working knowledge of the UK Accounting Standards including FRS102</td>
<td>Essential</td>
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<td>Experience of using financial accounting systems</td>
<td>Essential</td>
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### Qualifications:

- Level 6 qualification. (Qualifications at this level include a degree. Please [view the full list](#). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience.

### Skills - demonstrates the ability to:

- Lead large-scale projects                                                  | Essential             |
- Gather, analyse, interpret and report complex data/information             | Essential             |
- Use digital technologies including Google applications and/or Microsoft Office | Essential             |
- Communicate to engage and influence others                                  | Essential             |

### Behaviours:

- Works collaboratively with others                                          | Essential             |
- Delivers a quality service                                                 | Essential             |
- Develops self and others                                                   | Essential             |
- Actively champions respect, inclusivity, equality and diversity            | Essential             |
- Identifies and implements continuous improvement                           | Essential             |