Finance Business Partner

**Department:** Finance

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

**Contract type:** Fixed term maternity cover from February 2023 until March 2024

**Salary:** Grade 7 | £42,155 - £51,805 per year (reduced pro-rata for part-time working)
Main purpose of the role

The Finance Business Partner (FBP) provides strategic financial support to the Faculty Finance Manager and may lead/supervise the financial support staff for their designated areas. The FBP is the first point of contact on financial matters for their designated areas, providing advice and support on in-year performance and forecasting, budget and accounts preparation. You will offer high quality technical assistance and maintain positive relationships between the finance team and University departments.

Key responsibilities

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

1. **Role Specific Responsibilities**
   - Act as financial business advisor for selected departments (and provide cover for other accountants in a similar role during periods of absence) based on a 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 and the year-end outturn position.
   - Work closely with your Heads of Department in order to ensure an effective financial service and facilitate good departmental and ultimately, Faculty decision making.
   - Perform monthly management accounting role for selected departments detailing variances and providing analysis to the Finance Manager.
   - Provide accurate financial information for your departments in line with required timescales from the Faculty Finance Manager.
   - Work with Finance Managers and specialist colleagues to produce departmental strategic plans and medium term budgets.
   - Advise the department on both strategic and operational financial matters, including appraisals relating to investment, restructure or other business change.
   - Participate in project and development work as determined by Finance Manager.
   - Identify areas for optimisation of cost management or income generation.
   - 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.

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.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.
## 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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<tr>
<td>Knowledge and understanding of accounting practices and procedures used in large complex organisations</td>
<td>Essential</td>
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<tr>
<td>High level of experience in UK GAAP (Generally Accepted Accounting Practice) including FRS102</td>
<td>Essential</td>
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<tr>
<td>Advanced IT skills particularly with Excel, Work and proprietary financial accounting systems</td>
<td>Essential</td>
</tr>
<tr>
<td>High level of experience in UK GAAP (Generally Accepted Accounting Practice) including FRS102</td>
<td>Essential</td>
</tr>
<tr>
<td>Some knowledge of the UK Higher Education sector including administrative systems and external environment.</td>
<td>Desirable</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
- Gather, analyse, interpret and report complex data/information
- Use digital technologies including Google applications and/or Microsoft Office
- Communicate to engage and influence others

### Behaviours:

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