



UNIVERSITY  
*of York*



# Finance Partner (HYMS)

Department of Finance

Closing date: 19 May 2019

Interview date: To be confirmed during June in York

Vacancy reference: 7544





## INTRODUCTION

We are seeking a Finance Partner to work join Hull York Medical School within the Faculty of Sciences. Working as Finance Partner, you will build strong professional relationships in the Medical School key departments/directorates. You will provide financial support and guidance to the Leadership Team, including project evaluation, investment appraisal, strategic options and general commercial advice. You will work across both Hull and York reporting to the University of York Faculty Finance Manager. You should be a qualified accountant (ACCA, CIMA, ACA or equivalent) with strong analytical and IT skills.

Working in partnership with our academic and/or professional service colleagues you will seek to;

- identify and improve processes
- seize opportunities and identify solutions
- explain complexity and seek to overcome difficulties

You should also be able to work successfully both independently and part of a team, and demonstrate strong communication skills, including the ability to simply explain complex information/concepts to a non-finance audience. You should also possess a 'can-do'/solution-orientated approach to deliver positive outcomes.



# JOB DESCRIPTION

## At a glance

**Salary** £39,609—£48,677 a year

**Hours of work** Full time/Grade 7

**Contract type** Open

**Based at** Heslington Campus West

## Main purpose of the role

The Finance 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 Faculty Finance Business Partner. In addition the post holder will have a dotted reporting line to the Head of Operations and Deputy Chief Operating Officer in HYMS.

## Key responsibilities

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

You will;

- 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
- Provide presentations/explanations/training on monthly figures and financial plans at departmental level
- Present and discuss knowledgably the causes and effects of financial information and performance to senior management
- Attend appropriate departmental meetings (such as the departmental management team meeting and operations committee)
- Attend and contribute to finance meetings
- Ensure staff posts are affordable and provide associated information to the Faculty Dean's Support Group
- Work closely with your Heads of Department/ Directorate in order to ensure an effective financial service and facilitate good departmental and ultimately, Faculty/Service decision making
- Ensure delivery of monthly management accounts for Hull York Medical School detailing variances and providing analysis to the Finance Manager (check title), Faculty Finance Business Partner 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

# JOB DESCRIPTION

- 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 medium term budgets Develop, and 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 the University of York and the University of Hull within the team, with the aim of ensuring that updated financial processes are embedded and approved
- Participate in project and development work as determined by the Faculty 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

	Essential / Desirable
<b>Qualifications</b>	
Accounting Qualification (ACA, ACMA/CGMA, ACCA or equivalent), with appropriate professional membership	Essential
Education to degree level or equivalent	Desirable
<b>Knowledge</b>	
Excellent knowledge and understanding of process improvement and implementation techniques within a large complex organisation	Essential
Project appraisal techniques	Essential
UK GAAP (Generally Accepted Accounting Practice) including FRS102.	Essential
Knowledge of the UK Higher Education sector including administrative systems and external environment	Desirable
<b>Skills, abilities and competencies</b>	
Excellent inter personal and communication skills.	Essential
Good presentation skills.	Essential
Advanced IT skills particularly with Excel, Word and proprietary financial systems.	Essential
Analytical/problem solving ability	Essential
Report writing for senior management decision making	Essential
Can adeptly summarise and convey complex ideas or information.	Essential
Experience of working to multiple stakeholders, and delivering to competing deadlines.	Essential
Experience of working as Management Accountant, Finance Business Partner or equivalent in a large/ complex organisation, either public or private sector.	Essential
Experience of successfully leading, motivating and developing others to achieve results.	Essential
Experience of budget management and project appraisal techniques	Essential
High level of expertise in UK GAAP (Generally Accepted Accounting Practice) including FRS102.	Essential
Project leadership experience	Desirable
The ability to build and maintain effective strategic networks	Essential
<b>Personal attributes</b>	
Experience of to analysing information and communicating 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
A high degree of attention to detail and solution orientated	Essential
Highly motivated; able to work independently and as part of complex teams.	Essential
Effective working independently or as part of a team	Essential
Solution orientated	Essential
Can demonstrate the ability to build and strengthen working relationships, actively pursues a shared interest and works jointly to influence events and decisions.	Essential



## THE DEPARTMENT

### General Overview – HYMS

The 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. It was established in 2003 – combining York's strengths in biological science and health sciences and Hull's large clinical base and record in clinical research. Since it was established, 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.

### Teaching

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.

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. In addition, we offer a Masters in Physician Associate Studies.

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 practise and education. Courses are also available for health professionals interested in education and educational research. 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.

### Facilities

Hull York Medical School facilities at Hull and York offer a stimulating environment in which to learn. 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, which provides medical students with the opportunity to learn alongside other healthcare professionals. At York, medical students have a dedicated facility on the University's west campus – amidst 500 acres of landscaped campus – and benefit from investments totalling £500million made by the University since 2000.





## THE DEPARTMENT

### Research

A partnership for people who want to make a difference Hull York Medical School's unique partnership brings together the expertise of both the Universities of Hull and York and offers a thriving environment in which to conduct world leading research. Strong partnerships with NHS Trusts and community health organisations offer a wide clinical base within which to study those conditions which most affect our communities – improving their health while developing research work that can be applied nationally and globally.

The School's academic and clinical researchers at have a strong reputation for their work, 85% of which is 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.

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, a methods hub, led and populated by research methodologists who are experienced in innovative applied methods design, and a health trials unit, which has being established in collaboration with Hull and East Yorkshire NHS Trust. Laboratory scientists work within the Centre for Atherothrombosis and Metabolic Disease; they 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.

The University of York has a global reputation for its research, the foundation of which is an understanding of the fundamental underpinnings of health and disease. Hull York Medical School researchers at York are at the forefront of scientific discoveries that underpin the development, diagnosis and treatment of the world's most aggressive diseases especially related to immunology, infection and neuroscience. They are also increasing understanding of mental health issues and patient safety and developing support for patients with complex needs and from a variety of backgrounds. Their work casting new light and impacting public health globally.

### Partnerships

As well as a unique partnership between the Universities of Hull and York, Hull York Medical School works with NHS





## THE DEPARTMENT

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.

### **University of York**

The University of York has been at the forefront of rapid growth within the Higher Education sector, with recent turnover figures in excess of £300m. As part of our commitment to the provision of high quality support services, we are looking for a finance professional to provide an exemplary level of customer service coupled with financial expertise.

The Finance Department is part of the administrative structure of the University. It comprises over 60 members of staff located around the campus. Finance has recently reorganised into 4 main activity areas –

- **Management Accounting:** covering Faculty, Department and Professional Services reporting.
- **Accounting Services:** covering corporate management and statutory reporting and company reporting
- **Finance Shared Services:** covering Fees and Cash, Payroll, Payments, systems and Business Analysis

- **Procurement:** covering the University's professional procurement service.

The Department is responsible for providing decision support and advice for management and budget holders both at a corporate level and also for academic faculties and departments and professional support services. Financial processes are carried out across most of the University's departments. We provide expertise and oversight for practitioners and processes.

Finance ensures that funding is in place to support the University's short and long term business requirements, including a planned campus redevelopment programme.

Finance also provide transaction services to support our students, staff and departments covering purchase invoice processing and payment, fees and other accounts receivable, cash services, systems support, process review and payroll.



A place where we can ALL be ourselves #EqualityatYork



## THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2019 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.





## THE UNIVERSITY

### **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](#)



# 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 7544
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 19 May 2019

### What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

### Help and assistance

Direct any informal queries to [michelle.squires@york.ac.uk](mailto:michelle.squires@york.ac.uk)

If you have any questions about your application, contact the HR Services team:

[recruitment@york.ac.uk](mailto:recruitment@york.ac.uk)

+44 (0)1904 324835