# Job Description

Job Title: Finance Business Partner

Faculty/Professional Directorate: Finance Directorate

Subject Group/Team Finance Business Partnering

Reporting to: Head of Finance Business Partnering

Duration: Fixed Term

Job Family: Administration

Pay Band: 8

Benchmark Profile: Administrator Band 8

DBS Disclosure requirement: N/A

Vacancy Reference: N/A

**Details Specific to the Post**

# Background and Context

The University of Hull has been changing the way people think for nearly a century. Our motto, ‘*Lampada Ferens’*, translates as ‘carrying the light of learning’, and over the years, we’ve shared that light with thousands of people from across the world.

As England’s 14th-oldest university, we have a proud heritage of academic excellence, and a history of creating and inspiring life changing research and we have no plans to stop helping to build a better world.

The University Finance function has the responsibility to maximise value for money and ensure increased efficiency, economy, and effectiveness. Its focus is on developing a well-trained and coordinated workforce able to add value whilst complying with national guidelines, policy initiatives and its legislative responsibilities.

# Specific Duties and Responsibilities of the post

The Finance Business Partner will help drive the strategy and business plans of the Directorate, as directed, to deliver the Finance Business Plan for the University. This involves being a senior member of the team to ensure that operational resources and staffing are fully optimised, which includes strategic decision making, risk and performance management, whilst retaining professional objectivity and the ability to challenge constructively and influence effectively when necessary.

The post holder will support the commercial activities of the Faculties/Departments/Support area for which they are responsible, encouraging value for money (economy, efficiency and effectiveness) in all aspects of financial work. The post holder will also support the preparation, delivery and post implementation review of complex, often commercial, business growth opportunities. The post holder will assist the Head of Finance Business Partnering supporting the planning, budgeting and forecasting processes and ensure the Service delivers accurate and timely monthly, quarterly and annual financial plans and reports for the Faculties/Departments/Support areas for which they are responsible in alignment with the University’s strategic plan.

A key aspect of the role will be ensuring that strong, effective and professional relationships are developed and maintained with Deans, Heads, PSS colleagues and other stakeholders, working effectively and flexibly as part of a team including (but not restricted to :-

* Ensure the provision of monthly reporting, analysis, commentary and insight to Head of

Finance, ULT, Deans and Service Directors - including both financial and non-financial (academic) KPIs are accurate on done on time

* Work alongside the Dean, Head of Schools, Professional Services and Directors to build budgets and financial plans from the bottom-up, which feed into the overall financial planning process for the University. This will include student numbers/fee income, Staff Pay and Non-Pay
* Work with the specific areas to drive the strategy and support in the strategic direction of the Faculty/Professional Service area. The role-holder will be responsible for a specific area i.e., a School or Professional Services area
* Continuously challenge the budget holders to ensure the surplus is as big as can be in each area and spend is in accordance with the strategic direction of the University. Needs to influence and challenge the decision making of senior colleagues b providing professional persuasive financial expertise.
* Resolve issues and facilitate solutions where disagreements exist across a range of stakeholders ensuring the Head of Finance Business Partnering is kept up to date at all times.
* Full ownership of the revenue budget and long-term planning process for each area in line with the University’s financial strategy whilst supporting a greater devolvement of accountability and responsibility to budget holders
* Work alongside the Strategic Planning team and support in University student number planning. Ensure this is embedded into the budget and quarterly forecasts
* Provide Enterprise Support as required
* Production of short-term rolling cash flow forecasts
* Drive process improvement / value for money initiatives driving change through analysis and evaluation
* Problem Solving & Analysis, especially in relation to the University’s operational cost base and requirement to diversify income streams
* Risk management processes applying an appropriate level of governance and financial control
* Course Costing and other Product/Project Profitability analyses
* Costing externally funded research, innovation & enterprise bids. Work closely with the management accounts to ensure this is all accounted for correctly to aid full tracking and reporting
* Preparation of Business Cases, including financial appraisal, detailed analysis and post implementation monitoring & evaluation
* Main relationship contact for Finance

# GENERIC JOB DESCRIPTION

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

**Overall Purpose of the Role** • The role holder will:

* Be an experienced professional who is expected to exercise a significant degree of specialist and independent responsibility
* Have gained a professional and/or academic qualification and have extensive specialist experience
* Be involved in planning and ensuring progress within established procedures and clearly defined university policy by providing a high level of specialist advice and expertise to support the Faculty or Departmental activities
* Contribute to the longer term planning in accordance with the wider University strategy o Advise senior University management on policy, functional or service priorities and develop new procedures and polices within existing values

• There is a requirement to plan and organise individual and/or team activity to integrate and coordinate work across different parts of the University, faculty or department

**Main Work Activities**

# Communication

* Provide specialist advice and guidance to managers and staff
* Explain new and existing policies in relation to operational activities
* Create and deliver presentations to communicate information across Faculty/Dept/University
* Attend meetings to report on specialist issues
* Take formal minutes at meetings when required
* Write formal documentation
* Write procedural documentation

# Teamwork

* May be required to supervise the work of others
* Provides advice and guidance to other members of the team

# Liaison and Networking

• Proactively develop and maintain internal and external contacts to benefit the University • Participate in networks internally and/or externally

# Service Delivery

* Assist in the preparation, presentation and implementation of the strategic plans and operating statements and ensure compliance with reporting requirements within the University
* Assist with the effective management of the quality of the service
* Assist the Head of Department/Service to maintain administrative direction
* Develop and manage projects that contribute to improving service delivery
* Develop and maintain systems and processes to ensure effective delivery of the service

# Planning and Organisation

* Co-ordinate departmental processes in conjunction with senior colleagues
* Plan and monitor the work of others
* Contribute to the longer term operational planning of the Faculty/Department
* Organise and service committees as appropriate
* Organise and represent the area and University at events

# Analysis/Reporting

* Analyse qualitative and quantitative data producing reports identifying key issues that inform management interventions. Formulate recommendations and provide advice on the implications of the data

**Additionally the post holder will be required to:**

* Fulfil the employees’ duties described in the University’s health and safety policies and cooperate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices This includes undertaking mandatory equality and diversity training
* Comply with University regulations, policies and procedures

# COMPETENCY SPECIFICATION

To fulfil your role, you will need certain knowledge, skills and competencies. The following competency specification provides a framework within which your performance will be assessed. The interview assessment may include, for example, testing on IT skills.

**The Competencies set out below are essential and are core requirements** needed to perform the role and any candidate who fails the requirement will not be taken forward for further assessment or to interview.

|  |  |
| --- | --- |
| **Competency**  | **Identified by**  |
| **Knowledge and Experience**  |   |
| Is a professional with proven experience in a specialised area of work.  | **Application/Interview**    |
| A relevant degree or equivalent qualification and/or experience.   | **Application/Interview**  |
| Has an active approach to continuing professional development/undertaking training as appropriate for personal and professional development.  | **Application/Interview**  |
|  |  |
| **Communication (Oral and Written)** Can demonstrate the ability to summarise complex ideas or information which may be highly detailed, technical or specialist.  | **Application/Interview**  |
|  |  |
| **Teamwork and Motivation** Can demonstrate the ability to delegate work to others and/or help to build co-operation to deliver team results.  | **Application/Interview**  |
|  |  |
| **Liaison and Networking** Can demonstrate the ability to work across the University and/or externally to build and strengthen working relationships. Actively pursues a shared interest and works jointly to influence events and decisions.  | **Application/Interview**  |
|  |  |
| **Service Delivery** Can demonstrate the ability to adapt the service and systems to meet the needs of the customer and identify ways of improving standards. Takes action to resolve issues and complaints. Collates feedback and views from customers and keeps up to date with changing needs to inform service development/adjustments.  | **Application/Interview**  |
|  |  |
| **Decision Making** Can demonstrate the ability to consider the wider impact of decisions, assesses possible outcomes and their likelihood. Uses judgement to make decisions with limited or ambiguous data and takes into account multiple factors. Distinguishes between the need to make a decision, when to defer and when not to take a decision.  | **Application/Interview**  |
|  |  |
| **Planning and Organisation**  | **Application/Interview**  |

Can demonstrate the ability to agree objectives and requirements for the team or area of operation. Monitors overall progress of project or area of operation and ensures corrective action is taken.

# Initiative and Problem Solving Application/Interview

Can demonstrate the ability to gather information from a variety of sources to develop solutions and considers the longer term benefits against their chances of success.

# Analysis/ReportingApplication/Interview

Can demonstrate the ability to design and use data gathering and analytical methods appropriate for each investigation. Recognises and accurately interprets patterns and trends. Recognises when additional data is required and identifies appropriate sources. Produces reports and identifies key issues and findings.