



UNIVERSITY OF HULL

Job Description

Job Title:	Finance Business Partner
Faculty/Professional Directorate:	Finance
Subject Group/Team:	Finance Business Partnering
Reporting to:	Head of Finance Business Partnering
Duration:	Permanent
Job Family:	Finance
Pay Band:	7
Benchmark Profile:	
DBS Disclosure requirement:	
Vacancy Reference:	

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, in order 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
- 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
- Liaison on university student number planning
- Provide Enterprise Support as required
- Forecasting/budgeting including student numbers/fee income, Staff Pay and Non Pay
- Production of short term rolling cash flow forecasts
- Drive process improvement / vfm 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
- 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:
 - Provide professional advice and/or support, directly or indirectly, to faculty and/or department based upon a full understanding of a professional or specialised area of work
 - Have gained a professional qualification (or are working towards) and/or vocational or professional experience. The role holder will be expected to contribute to longer term developments within the faculty/department by giving advice and specialist support
 - Lead a team within the department and plan, prioritise and monitor to ensure effective use of resources
 - Influence decisions or events by working collaboratively internally and externally to the University
 - Evaluate and analyse information and use initiative and creativity to solve non standard problems

Main Work Activities

Communication

- Provide advice and guidance of a specialist nature to managers, staff, students and visitors
- Deliver established presentations to communicate information across Faculty/Dept/University
- Attend meetings to report on information/data
- Take notes and produce formal minutes at meetings when required
- Format and edit publications
- Compile procedural manuals and other University documentation
- Draft formal documentation

Teamwork

- Provides operational leadership, supervises members of the team, defines objectives, sets deadlines, allocates works and monitors outcomes
- Conduct appraisals

Liaison and Networking

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

Service Delivery

- Provide specialist administrative support to colleagues including academic and administrative staff
- Develop and manage projects that contribute to improving service delivery
- Develop and maintain systems and processes to ensure effective delivery of the service
- Contribute to policy development

Planning and Organisation

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

Analysis/Reporting

- Analyse qualitative and quantitative data producing draft 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 co-operate 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 Has a full understanding of a professional or specialised area of work.	Application/Interview
A relevant financial qualification 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 provide information in a suitable format so that the others' needs are met and adjusts the level of content to help others understand.	Application/Interview
Teamwork and Motivation Can demonstrate the ability to provide operational leadership. Ensures that all team members understand what is expected of them and distributes work fairly according to ability. Identifies development and training needs of the team.	Application/Interview
Liaison and Networking Can demonstrate the ability to make contact with others to ensure that information is exchanged and circulated appropriately to the right person at the right time.	Application/Interview
Service Delivery Can demonstrate the ability to seek ways to improve and adjust current levels of service. Deals with complaints and initiates contact with customers to obtain their reactions and views about, the service and future needs.	Application/Interview
Decision Making Can demonstrate the ability to consider the impact on the Faculty/Service. Knows where a decision is beyond their responsibility and refers to others.	Application/Interview
Planning and Organisation Can demonstrate the ability to ensure that the work is carried out effectively and that resources are available to meet demand. Identifies the need for further action and resources by monitoring progress.	Application/Interview

Initiative and Problem Solving

Can demonstrate the ability to investigate problems to identify their cause, takes action to prevent recurrence of problems and considers possible solutions to identify those which offer wider benefits.

Application/Interview**Analysis/Reporting**

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.

Application/Interview