



Candidate Information

Position:	Assistant Finance Business Partner
School/Department:	Financial Management and Resource Utilisation
Reference:	19/107581
Closing Date:	Monday 1 July 2019
Salary:	£27,831 - £32,236 per annum (potential to progress to £35,210 per annum through sustained exceptional contribution)
Anticipated Interview Date:	17 and 18 July

JOB PURPOSE:

To assist with providing a comprehensive, professional financial management service to staff based in Faculties, Schools and Directorates, while acting as an expert point of contact between the University and external stakeholders.

MAJOR DUTIES:

1. Assist in the provision of professional financial advice and support, to all stakeholders in the University in the management of the key targets outlined in the Corporate Plan.
2. Provision of dedicated and specialist support to staff with budget responsibilities and/or responsibility for developing and delivering on externally funded grant activity. This will involve acting as a primary point of contact, providing advice/guidance and engaging with other areas in the provision of a comprehensive finance service.
3. Act as a point of contact between the University and external stakeholders. This will include engagement with representatives from a range of organisations including government departments and research funders. The duties may include submission of funding proposals and the submission of financial returns.
4. Ensure that the University's internal controls are applied to include approvals for submission of research grant applications, acceptance of research awards and amendments to budgets.
5. Assist academic staff in the preparation of financial aspects of research grant applications and, costing the provision of other services. This will include interpreting and applying costing principles/guidelines and using University costing systems, where applicable. The post-holder will provide guidance on the financial viability of such proposals.
6. Assist in the preparation of accurate quarterly estimates / forecasts, which are representative of trends to pre-defined deadlines and in the preparations, maintenance and review of detailed budgets.
7. Undertake a regular review of performance against budgets/estimates and, provide analysis on performance, highlighting positive and negative trends on a regular basis to pre-defined deadlines.
8. Assist with the set-up of new projects on Qfis (Queen's Financial Information System) and creation of other related records using other relevant systems ensuring the integrity of the financial information available.
9. Interrogate the University's management information systems and extract, analyse and present data in a format that can be easily understood by staff at all levels to ensure the effective management of financial resources. Be proficient in using IT systems to include Funder systems used for the submission of research grant proposals and the Queen's budgeting and forecasting solution.
10. Assist with the development of plans to deliver the priorities of the role to include the management of multiple and conflicting internal and external deadlines.
11. Supervise Finance Support staff as required.
12. Carry out any other duties, appropriate to the post, as may be reasonably requested by management.

Planning and Organising:

1. Plan and organise work schedules to ensure the delivery of the professional financial management support service and to deal with ad-hoc requests for financial information on a daily basis.
2. Perform duties in accordance with all deadlines.
3. Plan work activities in response to management requirements as required.

4. Use initiative and discretion, based on knowledge and experience to determine priorities and resolve conflicts to meet targets and deadlines.

Resource Management Responsibilities:

1. Supervise staff and delegate work, monitoring and reviewing performance.
2. Maintain and monitor detailed budgets.
3. Provide accurate and complete costing and pricing information for research and other grant applications to minimise the University's financial exposure and to ensure compliance with University strategy.
4. Identify financial areas of concern, investigate variances and inform corrective action where required.
5. Ensure that external financial reporting requirements are adhered to.

Internal and External Relationships:

1. Work within a multidisciplinary professional services team to proactively support stakeholders.
2. Provide a professional financial management support service to staff throughout the University at all required levels. The post holder will be recognised as one of the main point of contact for staff in relation to finance queries.
3. Liaise closely with colleagues and line management to respond to business requirements.
4. Respond to queries from external bodies including internal and external auditors as considered appropriate.

ESSENTIAL CRITERIA:

1. Qualified accounting technician (IATI or equivalent) or minimum BTEC / HNC level qualification in Accounting / Finance.
2. At least 3 years' recent relevant finance experience.
3. Experience of preparing financial management information, financial analysis/reconciliations and providing advice to inform decision making.
4. Experience of producing budgets, estimates, preparing journal entries and preparing financial reports.
5. Knowledge and experience in the design and implementation of spreadsheets in a business context.
6. Experience of using IT at an appropriate level to include experience with large, complex computerised accounting systems.
7. Excellent working knowledge of Microsoft Excel, with good experience of key functions contained within (pivot tables, IF statements, VLOOKUP, etc.).
8. Experience of working within strict financial systems, policies and procedures.
9. A proven track record in preparing and analysing high quality financial data.
10. Ability to assess and organise resources, plan and implement work activities / projects within own areas of work with limited recourse to managers.
11. Ability to provide accurate analysis of financial information and bring forward a range of appropriate solutions based on knowledge and understanding of the business area / department.
12. Good negotiating, communication and interpersonal skills, leading to the ability to conduct effective internal and external relations and to deal appropriately with confidential and sensitive issues.
13. Flexible, willing to adapt to new tasks and duties.
14. Ability to work independently with a high level of self-motivation, whilst also working and supporting a wider team.

DESIRABLE CRITERIA:

1. Part Qualified in ACA/ACCA/CIMA or equivalent professional exams.
2. Experience working as a finance business partner.
3. Experience of report writing.
4. Experience of costing projects to external funding bodies specifications.
5. Experience working with Unit4 Business World On.
6. Experience of working closely with senior professionals from both a Finance and a non-Finance background.
7. Experience of working in a finance role in Higher Education.
8. Staff supervision experience.