

Candidate Information

Position:	Assistant Finance Business Partner
School/Department:	Finance
Reference:	22/109591
Closing Date:	Monday 28 February 2022
Salary:	£28,756 - £33,309 per annum
Anticipated Interview Date:	Monday 14 or Tuesday 15 March 2022
Duration:	Permanent

JOB PURPOSE:

To assist in the provision of a comprehensive, professional financial management service to Professional Services (PS) Directorates. The post-holder will be part of the Finance Directorate team and, will assist in the provision of timely information and analysis to allow for accurate decision-making.

MAJOR DUTIES:

1. As a key member of the Finance team, assist in the provision of professional advice and support to all stakeholders within the PS Directorates on a total economy basis with a view to facilitating the delivery of the key targets of the broader University strategy.
2. Assist in the preparation and maintenance of detailed budgets at Directorate, Departmental, Project level and ensure that these are reviewed regularly.
3. Assist in the preparation of accurate quarterly estimates / forecasts, which are representative of trends within PS Directorates to pre-defined deadlines. Challenge the financial estimates / forecasts information returned from Departments within Directorates.
4. To review monthly performance against budgets/estimates and, provide analysis on performance, highlighting favourable and adverse trends on a quarterly and year to date basis to pre-defined deadlines.
5. To proactively identify and report financial risks both in year and for future periods. Having identified the financial risk, assist the Finance Business Partner and Director/Head of Service to plan and implement timely solutions that mitigate the risk ensuring financial understanding of relevant issues and provide professional financial management.
6. Responsible for co-ordinating all monthly reporting and balance sheet reconciliations for Professional Services, including preparation and posting of accounting journals.
7. Responsible for the integrity of the QFORE system, including monthly reconciliations and systems administration.
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 within the PS Directorates to ensure the effective management of financial resources.
10. To assist the Finance Business Partner in developing and enhancing working relationships with both Finance and non-Finance professionals across the PS Directorates.
11. To assist and support the Finance Directorate Skills Group in delivering training to staff within PS Directorates periodically throughout year.
12. Carry out any other duties which are appropriate to the post as may be reasonably requested by Line Manager/ Management Accountant.

Planning and Organising:

1. Plan and organise work schedules to ensure the delivery of the professional financial management support service to Directorates / Departments and to deal with ad-hoc requests for financial information on a daily basis.
2. Plan work activities in response to management requirements as required.
3. Use initiative and discretion, based on knowledge and experience to determine priorities and resolve conflicts to meet targets and deadlines.

Resource Management Responsibilities:

1. Maintain and monitor detailed Professional Services Directorate budgets/resources.
2. Identify financial areas of concern, investigate variances and inform corrective action where required.
3. Ensure that external financial reporting requirements are adhered to.

Internal and External Relationships:

1. Provide a professional financial management support service to staff throughout the University at all required levels. Liaise closely with colleagues and line management to respond to business requirements.
2. Respond to queries from external bodies as considered appropriate.

ESSENTIAL CRITERIA:

1. * Accounting technician qualification or equivalent or minimum BTEC HNC qualified.
2. * Significant relevant experience in an accounting/finance environment working with large and complex accounting/management information systems.
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 including function writing.
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. A proven track record in preparing and analysing high quality financial data.

DESIRABLE CRITERIA:

1. * Part Qualified in ACA/ACCA/CIMA or equivalent professional exams.
2. Experience working as a finance business partner.
3. Experience of working closely with senior professionals from both a Finance and a non-Finance background.
4. Experience of working in a finance role in Higher Education.
5. Staff supervision experience.