

Candidate Information

Position: Finance Business Partner
School/Department: Finance
Reference: 25/112940
Closing Date: Monday 27 October 2025
Salary: £51,016 - £62,695 per annum
Anticipated Interview Date: Wednesday 5 November 2025
Duration: Permanent

JOB PURPOSE:

To act as a strategic advisor to a portfolio of departments within the University. The post-holder will be required to provide a comprehensive, professional financial management service, facilitating financial planning and performance and providing key commercial insights and analysis to drive critical decision-making aligned to University strategy. The post-holder will have a remit to produce timely business critical information and reporting, drive accountability within non-financial business units and support a culture of continuous improvement.

MAJOR DUTIES:

1. Prepare detailed annual budgets and financial operating plans and that they accurately reflect the underlying activities and performance of the business, while supporting achievement of the broader University Strategy.
2. Prepare accurate and timely in-year estimates of financial performance which are representative of trends and up-to-date operational performance, taking account of any potential risks and opportunities, within pre-defined deadlines. These estimates are consolidated into the Corporate Estimates which are presented to the University Management Board and Senate committee.
3. Provide timely and accurate monthly management reports detailing performance against budget/estimate and provide detailed analysis and commentary, highlighting the key trends and drivers underlying variances. Highlight emerging financial and related performance issues and assist in the development of action plans.
4. Support development of a suite of dynamic financial management reports to support the business area/s and assist decision-making, including ad hoc analysis and returns for internal and external stakeholders. Provide financial input and advice into business cases, balancing client support with an institutional focus.
5. Develop and report on appropriate KPIs in support of both institutional performance and specific to the portfolio areas. Track KPIs on a monthly basis, identify challenges and pro-actively highlight opportunities to drive improvement.
6. Share knowledge and best practice across the Finance Business Partner network and pro-actively identify areas for improvement in systems and processes.
7. Build strong professional relationships with senior leadership teams and stakeholders, working collaboratively to achieve departmental goals, in line with University strategic objectives. Act as a trusted advisor and partner, representing the Finance Directorate and providing guidance and critical insight to budget holders and senior leaders. Support non-finance stakeholders in understanding complex financial information, offering training and guidance as required.
8. Ensure that financial and information solutions are in place to enable the regular and systematic review of performance against targets, both in financial and non-financial terms and to assist in the development of the financial systems and reporting within the University.
9. Ensure compliance with regulatory reporting requirements for public, governmental or funding bodies. Ensure that limitations on funded spend are adhered to.
10. Provide expertise in support of new business development opportunities and ensure that plans are developed, and decisions informed by a clear understanding of the financial/commercial issues arising.
11. Represent the Finance Directorate on University Committees and working groups and with external stakeholders and partners, and act as a key conduit/partner between the Schools, Faculties, Professional Services areas and the Finance Directorate.

12. Act as line manager for supporting team, managing distribution of workload, supporting staff development and providing meaningful feedback on performance.

ESSENTIAL CRITERIA:

1. A professional accountancy qualification.
2. Significant post-qualified experience in an accounting/finance environment, working within a large and complex organization.
3. Significant experience in monthly/quarterly management reporting, and leading budgeting and forecasting processes.
4. Strong analytical ability with experience of analysing and interpreting financial information for the purposes of effective financial management, performance management and/or process improvement.
5. Experience of advising and influencing senior stakeholders to drive strategic decision-making.
6. Extensive knowledge and experience of IT packages, in particular spreadsheet design and usage and accounting software systems.
7. Well developed analytical and problem solving ability.
8. Ability to manage competing priorities and deadlines.
9. Ability to monitor performance effectively and set and achieve clear objectives.
10. Well developed communication and interpersonal skills.
11. Ability to tailor presentation style for different audiences, stakeholders and situations.
12. Ability to work on own initiative and as part of a team.

DESIRABLE CRITERIA:

1. Experience of managing other staff.
2. Experience in use and design of reports within Power BI.
3. Experience of UNIT4 ERP.
4. Experience in Higher Education sector.

ADDITIONAL INFORMATION:

Informal enquiries may be directed to: Phil Taylor at p.taylor@qub.ac.uk.