

## Job Description

General Details	
Job title:	Finance Business Partner (FNR17/03)
Faculty/Service:	Financial Services
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	Full Time, 1.0fte
Grade/Salary:	Grade 8
Date Prepared:	April 2017

Job Purpose	
<ul style="list-style-type: none"> <li>▪ To pro-actively engage as a dedicated Finance Business Partner, working closely with Deans and Directors and other members of the designated Schools/Services Management Teams</li> <li>▪ To provide leadership and strategic direction to the designated School / Service to ensure delivery of the organisations goals, through the provision of support challenge and influence.</li> <li>▪ To support the Head of Business Partnering in building a strong and effective team.</li> </ul>	

Relationships	
Reporting to:	Head of Business Partnering
Responsible for:	None Applicable

Main Activities	
<ul style="list-style-type: none"> <li>▪ Lead, manage and develop staff within Financial Services Team, so that the team is able to provide a high quality, professional business focused service that drives and supports delivery of the University strategy and priorities.</li> <li>▪ Provide strategic direction to the leadership team(s), of the School / Service to which you are designated, through an effective service of support and challenge.</li> <li>▪ Engage with , and influence the University's planning process, including formulation and production of a Business Plan, Capital and Revenue budgets, ensuring that resources are allocated and used in the most effective way, as a key tool to deliver the Universities priorities. Manage and influence the reallocation of resources to meet current need and demands as they arise, on a continuous basis, to reduce risk and meet University's targets.</li> <li>▪ Manage the production of top quality financial management reports for decision making bodies. Provide</li> </ul>	

analysis of these reports, to influence and support the formulation of actions that need to be taken and decisions that need to be made to deliver financial targets.

- Ensure that all financial decisions are properly supported with appropriate financial expertise and rigor. Have a good awareness of the challenges the designated Schools / Service , and know how it compares to others through techniques such as benchmarking, to enable good advice to be given.
- To understand the constantly changing environment and apply this to the University and its departments in developing future information, business plans, budgets, forecasts, processes, business growth opportunities and cost reduction.
- Influence and support the implementation of strategies, policies and programme that improve and drive the designated School / Service's financial and operational performance including efficiency drives, product costing and financial awareness training).
- Lead and manage the forecast preparation for the designated School / Service, in the most effective way, to meet the needs of key stakeholders.
- Take a lead role in the risk management for a designated School / Service with appropriate planning and action to mitigate or control risks.
- Actively work with the Head of Business Partnering to build a strong and effective Business Partnering team.
- Be an influential member of various Project Boards to ensure that appropriate professional advice on financial matters is provided and links with personnel and business processes are developed.
- Actively build a network within and external to the University that supports the post holder and the finance team to deliver the very best that is possible through learning from others. Identify and develop appropriate opportunities for collaborative working, both internally and externally to enhance service delivery, leading by example and demonstrating exemplary collaborative personal and professional leadership.
- To undertake any adhoc projects or collaborative work on behalf of the Finance Team, as required.
- To undertake any other duties as may reasonably be required by the Head of Business Partnering.

### **Special Conditions**

To be committed to working with the University to further improve the carbon footprint/environmental issues.

### **Variation to Job Description**

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

## Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

## Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

Please note that the University will not consider a Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. Consequently, we would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.