

JOB DESCRIPTION

Job Title: Finance Business Partner
Ref no: FIN553
Campus: Hendon
Service: Financial Services
Grade: Grade 8
Starting Salary: £50,858 per annum inclusive of Outer London Weighting rising to £58,464 incrementally each year
Hours: 35.5 hours per week, actual daily hours by arrangement
Period: Permanent
Reporting to: Head of FP&A and Research
Reporting to Job Holder: N/A

Overall Purpose:

The FBP this role is key to implementing a finance service that is fit for purpose and supports the needs of our community. Responsible for providing both strategic and operational financial information, analysis and insight in order to support the University to be financially sustainable and to support its wider strategic objectives. You will be the Finance Business Partner for a number of Professional Service areas and / or an Academic Faculty, and will be responsible for developing a strategic understanding of the Service/ Academic Faculty, demonstrating excellent communication, collaborative and relationship skills along with the ability to be a 'critical friend', influencing and adding robust expertise to financial decisions made at a senior level.

Principal Duties:

- Leading on the monthly financial reporting, analysis and quarterly financial forecasting for the appropriate Professional Services/ Academic Faculty (to include Research and Consultancy). This incorporates all aspects of month-end management accounting, as well as monitoring and reporting on staff costs, and working pro-actively with budget holders to ensure that budgets are controlled effectively, with major variances highlighted and investigated, along with advice given to enable budget holders to achieve their financial objectives
- Taking a leading role in supporting the University's planning cycle, including liaising and collaborating with key stakeholders such as Marketing, the Strategic Insight team, Registry and the Faculties as appropriate. Produce the financial elements of the annual planning round (including budget setting for the next financial year and longer-term strategic planning) for designated Services/ Academic Faculties. For Faculties, as Business Partner you will be responsible for implementing the contribution model for allocating resources, ensuring this is updated on a quarterly basis and all key decision makers within the Faculty understand the way the model works and how actions they take may influence the contribution margin
- Providing strategic business partnering support, you will take the initiative in advising budget holders with identifying and evaluating business development opportunities, ensuring all costs and risks are understood at the planning stage and using your commercial acumen to ensure any such opportunities are financially viable. You will also undertake periodic reviews of key performance indicators, highlighting the main challenges and targets to relevant stakeholders
- As Business Partner, to be the recognised point of contact for all aspects of financial management for colleagues within your designated Professional Service / Academic Faculty. Work collaboratively with Business Partners in other Service areas such as Human Resources to ensure the overall provision is 'joined-up' and enabling the Professional Service / Academic Faculty to make the optimum operational and strategic decisions

- Working collaboratively with the other Finance Business Partners to identify opportunities to drive efficiency and reduce duplication across the team through consistency of process
- Working collaboratively with colleagues across the University to deliver training on budget management, self-service management accounting and the wider University financial strategy
- Assisting with the financial year end and providing supporting analysis if required
- Contributing to ongoing review of processes involved in producing management information, including recommendations for continuous improvement
- Providing support as necessary to the Head of FP&A and Research for a range of other tasks as such as external statutory reporting including returns to the Office for Students, ongoing development of financial reports, supporting financial aspects of organisational projects and developing the University's costing and pricing models
- Providing cover as necessary for the Head of FP&A and Research including representation at meetings and deputising in their absence

PERSON SPECIFICATION

Job Title: Finance Business Partner

Your supporting statement on your application form will be assessed to see how you meet each of the following criteria.

SELECTION CRITERIA:

Education/Qualifications

Essential:

- Fully qualified Professional Accountant (CCAB, ACA, ACCA, CIMA)

Experience

Essential:

- Proven experience of business partnering with senior stakeholders up to and including Board level
- Experience of financial reporting for management and budgetary control, including monitoring and reporting on materially significant budgets
- Proven ability to provide support and challenge to budget holders
- Demonstrable experience of supporting senior stakeholders and building strong and trusted working relationships

Desirable:

- Experience of working in the Higher Education Sector

Knowledge

Essential:

- Knowledge and understanding of financial regulations, month-end and year-end procedures and processes

Desirable:

- Knowledge and understanding of resource allocation models and/ or contribution reporting
- Knowledge and understanding of funding mechanisms for Higher Education in the UK and an appreciation of national policy and trends in the sector

Skills

Essential:

- Advanced Excel skills (VBA not necessary) to manipulate data to provide insightful analysis
- Strong numerical reasoning skills
- Ability to work well under pressure on own initiative and as part of a team
- Excellent organisational and interpersonal skills, including the ability to establish collaborative and professional relationships with staff at all levels
- Self-motivated and pro-active, including being comfortable in an ambiguous environment where solutions are not always clear. The ability to develop solutions in a flexible and agile way
- Ability to adapt to a changing environment and competing demands

Desirable:

- Familiar with Oracle Financials Familiar with Tableau or similar data visualisation management information tools, including the ability to write reports

Equality Diversity and Inclusion

Essential:

- Demonstrable commitment to fairness and the principles of equality and inclusion

MU Services Limited

Middlesex University has established a wholly owned subsidiary, MU Services Limited, to provide professional services to the University. Staff of MU Services Limited will work alongside Middlesex University staff and will be employed by MU Services Limited. All University policies and procedures and the University Professional Services Staff Handbook will apply to MU Services Limited staff during their employment, unless where expressly stated otherwise.

Annual Leave: 30 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process. This role is based at the Hendon campus and is expected to be in the office a minimum of 2 days per week.

Parking at Hendon campus

There are currently *Regular Parking Permits and Pre-Paid Parking options* available to new joiners. Further details are available on the Travel and transport page on the staff intranet. *Please note if the number of applications becomes oversubscribed these parking options could be withdrawn at any point.*

Information for Disabled Staff

Staff and visitors with their own current blue badge have access to free parking on campus. All blue badge holders should present a copy of their blue badge to the security office in the Quad. Holders will be given car park access up to the date of expiry of their blue badge.

Public Transport

Our Hendon Campus is well served by public transport with buses, London underground and British Rail services all within a short walk of the campus. You can get detailed journey information from TfL (www.tfl.gov.uk) and have a look at our directions and location to help plan your travel:

<http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

We value diversity and strive to create a fairer, more equitable work environment for our staff and students.

We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

What Happens Next?

If you wish to apply for this post please return to the portal and click on Apply Online.

If you wish to discuss the job in further detail please contact Louise Sargeant, Interim Chief Finance Officer, via email at L.Sargeant@mdx.ac.uk