

## **JOB DESCRIPTION**

**Job Title:** Finance Business Manager  
**Ref no:** FIN554  
**Campus:** Hendon  
**Service:** Financial Services  
**Grade:** Grade 7  
**Starting Salary:** £43,206 per annum inclusive of Outer London Weighting rising to £49,444 incrementally each year  
**Hours:** 35.5 hours per week, actual daily hours by arrangement  
**Period:** Permanent  
**Reporting to:** Chief Finance Officer  
**Reporting to:**  
**Job Holder:** N/A

### **Overall Purpose**

Due to external impacts affecting the financial performance of the University, the need to identify savings through resources and innovation is critical and therefore a programme of change and continuous improvement has begun in the Finance Department.

The role holder will project manage all aspects of innovations and improvements in the department, including capturing and managing the risks, resource management and the budget. They will also lead on the feasibility and planning of projects including liaison with the Procurement Manager for tender compliance and an initial draft of business cases. They will provide robust governance and tracking of projects and will need to be flexible and resourceful to accommodate this varied and challenging role.

In addition to their project management work, the role holder will provide effective support to the newly formed Finance Department management team by supporting activities such as recruitment, contract evaluation and tenders. They will also act as a Finance Department representation at appropriate forums and be key to improving communication and training for our users. As the focal point for policy tracking work with the Finance Management team.

### **Principal Duties**

Project Management:

- Lead several major projects at any one-time ensuring project deliverables are tracked and managed effectively
- Manage budgets associated with the projects and organise financial items requiring review and approval, ensuring they are handled in a timely manner
- Prepare regular project status reports, highlighting progress, key challenges, and achievements for CFO and other stakeholders
- Ensure appropriate communications, in relation to specific projects, including preparation and delivery of presentations and training to key internal and external stakeholders as required
- Provide guidance, leadership and professional advice to other members of staff identified to support projects
- Lead the procurement of resources, and any equipment needed for projects, liaising with the Procurement Manager accordingly
- Work collaboratively with the other Professional Services departments, including representing the Finance Department on joint project boards
- Responsible for identifying potential risks in collaboration with the CFO, helping to define and monitor mitigation strategies and recording on the University risk register portal
- Assist the CFO in executing strategic projects by coordinating and managing project activities, managing schedules, and facilitating inter-departmental collaboration

Finance Department Support:

- Working with key stakeholders, lead on developing the internal communications and training plan for our users
- Act as key contact for the human resources bi-lateral requests to support closer working relationships and improve data provision
- Collate and manage the contracts held within the department, ensuring that renewals are timely and working with the Head of Procurement, develop an effective tender process
- Act as focal point for Finance policy by creating a register of current policy and develop a plan for the required updates and approval through the governance framework

## **PERSON SPECIFICATION**

**Job Title: Finance Business Manager**

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:

- Degree Level Education or equivalent relevant experience
- Project management professional qualification such as Prince2

#### **Experience**

Essential:

- Previous experience in supporting the needs of a professional services department
- Previous experience in leading and managing projects
- Previous experience of managing budgets and identifying cost effective solutions
- Experience and understanding of risk management frameworks
- Experience of improving, rationalising and/or automating manual processes
- Experience in delivery of staff training and development of training materials

Desirable:

- Experience in Human Resources support
- Experience in customer services (internal or external)

#### **Knowledge**

Essential:

- Sound knowledge and practical understanding of all aspects of the project management framework in a complex and multi-departmental setting

Desirable:

- Knowledge of the challenges of funding within the Higher Education or similar sector

#### **Skills**

Essential:

- A self-starter, able to motivate and lead a team
- Good interpersonal and communication skills with the ability to communicate effectively whilst building and nurturing relationships with multiple internal and external stakeholders with diverse needs
- The ability to prioritise work demands to meet deadlines
- Ability to multi-task with an organised and logical approach to working accurately and independently under pressure
- Good attention to detail
- Must be a good team player with a hand on, pragmatic approach, willing to help where necessary
- Ability to succinct and informative 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.

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**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.

## **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](http://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](mailto:L.Sargeant@mdx.ac.uk)