



Job Description and Person Specification

Summary

Job title:	Finance Business Partner
Area:	Finance
Reference:	EHA1476-0426
Grade and Salary:	Grade 8 Points 31-35. £39906 - £44746 per annum.
Contract Type:	Permanent
Hours:	Full Time (36.25 hours per week)
Location:	Ormskirk, Lancashire, L39 4QP
Accountable to:	Deputy Director of Finance
Reporting to:	Deputy Director of Finance

About the Role

Reporting to the Deputy Director of Finance, the Finance Business Partners are responsible for delivering on the financial strategy within their service areas. They will provide a professional, customer focussed accounting service and deliver insightful, accurate and timely management information. This will ensure that budget holders, the senior management team and other stakeholders have the information relevant to their needs.

The role will have a wide remit to drive institutional financial priorities and will work closely with a range of senior internal stakeholders to instil a positive and collaborative financial management culture throughout the insinuation.

Duties and Responsibilities

1. To be responsible for the provision of financial support and advice, including training as needed, to the relevant business area and to translate complex financial information to those not with a financial background
2. Responsible for producing the following for the service area:
 - Annual budget in partnership with area Director, senior administrators and other key stakeholders
 - Quarterly reforecast information with heads of area and senior administrators
 - Maintaining an up-to-date staffing establishment picture working with budget holder and HR partners
 - Costing of changes or creation of new posts and correction of any coding errors
 - Monthly capital expenditure and significant project reporting
 - Support full costing models for key areas, as well as costed partnership activity
 - Appraisal of business cases, business change proposals and tender submission from finance perspective
3. Monitor key performance indicators, highlighting trends and analysing causes of unexpected variances.
4. Proactively work to install an engaged and unified financial management culture across the institution in order to deliver value for money and ensure ethical and sustainable practice is followed.

5. Responsible for innovation of financial management processes to ensure that key trends and analysis are accessible to departmental areas.
6. Work with Finance Business Partnership team and other Finance Department teams to build a strong, integrated culture of financial management.
7. Lead on the provision of overarching guidance and training for new staff with financial responsibilities.
8. Responsible for ensuring that each service area follows procurement practices set by the Procurement Team.
9. Proactively seek value for money (VFM) opportunities via systematic data reviews and departmental clinics.
10. To maintain and enhance the customer-orientated approach through the provision of timely professional help and advice to the wider organisation and to sign post to experts within the Finance team, as appropriate.
11. Deputise for the Deputy Director of Finance at Budget holder meetings.
12. Work with the rest of the team of Finance Business Partners to ensure that a consistent approach to the Finance Business Partnering service is observed across the organisation and that information is presented in a consistent and comparable way
13. To work with the Systems Team to develop management reports which are relevant and appropriate to recipients and to enable the reports to be understood by them and to encourage the recipients to use the reports to manage their budgets effectively. To supplement this, to prepare and deliver finance seminars for non-finance staff.
14. To contribute to the wider finance team, contributing to the development of high-quality services, leading on cross University initiatives, sharing and promoting best practice.

In addition to the above all Edge Hill University staff are required to: adhere to all University policies and procedures; complete all mandatory training and induction modules, including Equity, Diversity & Inclusion and Health & Safety; engage in appropriate learning and development activities; actively participate in performance review; demonstrate excellent customer care; contribute to an inclusive environment for everyone; respect confidentiality; act in a sustainable and environmentally conscious manner; and proactively consider accessibility in all aspects of your work.

Eligibility

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

Person Specification

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

Qualifications

Criteria	Essential or Desirable Criteria	Method of Assessment
Qualified to Degree level or have equivalent relevant work experience or other relevant qualifications.	Essential	Application
Qualified with a Professional Accounting Body i.e. CIMA, ACCA, CIPFA	Essential	Application

Experience and Knowledge

Criteria	Essential or Desirable Criteria	Method of Assessment
A high standard of numeracy, literacy and accuracy	Essential	Application and Interview
Good understanding of accounting principles; able to explain these so they can be easily understood by non-finance managers	Essential	Application and Interview
Able to develop and enhance computerised management systems, including advanced Excel to create, update and manage workbooks and to analyse and report on data	Desirable	Application and Interview
Experience of designing and using complex spreadsheets and database tools to analyse financial data	Essential	Application, Supporting Statement and Interview
Experience of data manipulation and utilising management information reporting tools to extract data/run reports from databases	Essential	Application, Supporting Statement and Interview

Criteria	Essential or Desirable Criteria	Method of Assessment
Strong track record of management reporting of financial information and experience of providing financial analysis to both finance and non-finance managers	Essential	Application, Supporting Statement and Interview
Experience of working in complex multi-disciplinary environments, including budget setting and the use of Financial Information Systems	Essential	Application, Supporting Statement and Interview

Abilities and Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
Strong stakeholder management skills and expertise in communicating complex concepts effectively for buy-in from senior-level and all other relevant stakeholders	Essential	Application, Interview and Presentation
Excellent IT skills, including knowledge of the wider Microsoft suite (MS Forms, PowerBI)	Essential	Application, Test and Interview
Confident communicator, able to influence and challenge senior managers in operational roles by building trust and confidence through demonstrated understanding of operational context	Essential	Application, Supporting Statement and Interview
Excellent customer care skills. Act as an ambassador for the service and be passionate about our contribution to the customer experience	Essential	Application, Supporting Statement and Interview
Strong ethical standards and integrity.	Essential	Application and Interview
Ability to interpret and act upon complex data with an attention to detail and an eye for accuracy	Essential	Application, Supporting Statement and Interview
Commitment to continuous improvement and professional development.	Essential	Application and Interview
Able to highly effectively plan and organise service delivery and to be responsive to business needs	Essential	Application, Supporting Statement and Interview
Clear logical thinker with astute decision-making skills	Essential	Application and Interview

Candidate Guidance and How to Apply

Join our team at Edge Hill University! We're looking for talented individuals to join our dedicated and supportive community and make a difference to our students. At Edge Hill we value the benefits a rich and diverse workforce brings and welcome applications from all sections of society.

Have any questions?

For informal enquiries about this vacancy, please contact Christina Fitzpatrick, Deputy Director of Finance at Christina.Fitzpatrick@edgehill.ac.uk

Ready To apply:

1. Go to our jobsite - <https://jobs.edgehill.ac.uk/Vacancies.aspx>
2. Find the role you wish to apply for.
3. Click the "**Apply Online**" button on the job advert and follow the easy steps to prepare and submit your application.

Key points:

- **Closing date:** Please refer to the advert for the closing date for this vacancy. Vacancies automatically close at 23:59pm [GMT]. Please note, that the University may on occasion close a post early if vacancies attract high volumes of applications; we therefore encourage you to prepare and submit your application in good time.
- **Next steps:** We'll contact you by email, usually within two weeks, to let you know if you have been shortlisted.
- **Shortlisting:** Information you provide on your application will be assessed against the person specification for this role. We encourage you to clearly show how you meet the requirements presented in the person specification. We encourage use of specific examples of your experience, knowledge and skills within your supporting statement(s).
- **Pre-employment checks:** Following offer, successful candidates will need to provide original proof of identity, qualifications and professional memberships, and evidence their right to work in the UK. You will also complete a pre-employment health questionnaire to support Edge Hill University make appropriate adjustments to support you in the role.
- **References:** You will be asked to provide details of two referees on your application form. References will be collected following issue of an offer of employment. Guidance on how to select your referees is provided on the form. The University may ask you for alternative or additional referees to cover your previous three years of employment during pre-employment

- **Start date:** A start date will be arranged after pre-employment checks are completed.