



1 Advertisement

Post Title: Associate Finance Business Partner

Department: Finance Division

Hours: full time or part time hours considered up to a maximum of 1 FTE

Requests for [flexible working](#) options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: 24 months fixed-term

Reference: 10086

Salary: starting at £35,333 to £42,155 per annum, pro rata if part-time

Placed on: 14 November 2022

Closing date: 29 November 2022

Expected interview date: to be confirmed

Expected start date: as soon as possible

The University of Sussex is a dynamic, innovative, top 50 university. With a campus based in the South Downs National Park but just a few minutes from the city of Brighton and Hove, it provides an excellent working environment in a remarkable setting, combined with all that the city has to offer.

Creative thinking, intellectual challenge and collaborative working are fundamental to a Sussex education and that is reflected in our workplace too. This is an exciting chance to join a team working at the centre of the University.

Within the University's Finance department, the Professional Services Business Partnering team is responsible for supporting all Professional Services Divisions in the development of financial plans and budgets, decision support & project costing, in year performance monitoring and financial controls. We operate a hybrid working model with team members expected to be on site (on average) 2 days a week to ensure we provide the best possible support to our stakeholders.

We have a 2 Year Fixed Term vacancy for an Associate Finance Business Partner, a new role supporting our team of 4 Professional Services Finance Business Partners across all activity. This will be a varied role, building up expertise and knowledge to become team lead for project based work. This is an exciting time for the sector as we adapt to the competitive post-pandemic world and this role will be at the heart of work supporting the financial review and analysis of key support contracts and streamlining some of our current financial practices, all of which are designed to support the needs of our diverse student body. The post holder will play a key part in understanding the financial elements of support functions as well as undertaking detailed financial analysis of current contracts, re-procurement exercises and any proposals going forward. Additionally the post holder will support the Business Partners in areas requiring detailed financial analysis and process improvement, thereby improving the efficiency of our team, as well as enabling improved financial reporting to our Directors.

Key responsibilities are:

- Financial review and analysis of key support contracts, re-procurement and tender's, following through to any implementation models and process change requirements.
- Oversight and management of the financial process surrounding the Utilities spend of the University, a key requirement in this time of financial volatility.
- Work alongside the Business Partners to assist in improving processes and efficiencies, as well as helping to design new reporting packs for Directors using a newly procured Financial Planning and Analysis Tool
- Support the Business Partnering Team as required with high quality analysis and reporting in order to meet regulatory reporting requirements and decision making.

Line managed by the Senior Finance Business Partner, this would be an ideal opportunity for a Part Qualified CIMA or ACCA. Study leave may be agreed depending on candidate status, and there may be an opportunity to study for professional exams with study support provided. Applications from individuals with equivalent experience would also be welcomed.

You will have a sound knowledge and experience of working in financial analysis and costing, possibly project or contract based, an understanding of governance and compliance issues, and the ability to develop processes across multiple stakeholders.

Please contact Heidi Jones h.jones@sussex.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2 The Finance Division

<https://www.sussex.ac.uk/finance/>

The Finance Division is led by the Director of Finance and comprises some 80 staff who provide high quality finance and procurement functions co-located with other professional services and senior management at Sussex House on the University campus at Falmer.

The Division provides advice and information on all financial matters to all schools and professional services at the University of Sussex.

The University's annual budget is c£320m and the Division plays a key role in managing budgets, forecasting and reporting as well as supporting the development of the University's existing capital and service portfolio. These portfolios include a complex and challenging range of strategically and financially significant projects to support the delivery of the University's ambitious strategy to 2025 and beyond. This includes state of the art facilities for teaching and research, investment in IT systems to ensure delivery of a world class customer experience for our students and other innovative and sector leading projects.

The Division is continually renewing itself and its ambitions to provide consistently high quality services to the University, equipping staff across the University with excellent financial literacy, capability, competence and confidence and supporting the achievement of value for money through improved processes and support, better access to suitable suppliers and improved commercial terms.

The Division has a strong commitment towards staff training and development including

where appropriate professional qualification study enabling staff to fulfil their potential.

3 Job Description

Job Description for the post of Associate Business Partner

Department:	Finance
Section/Unit/School:	Business Partnering
Location:	Sussex House
Grade:	7
Responsible to:	Finance Business Partner (Professional Services)
Responsible for:	N/A

PRINCIPAL ACCOUNTABILITIES

- Work with Senior Finance Business Partner and Contract Leads to review and analyse current key contracts and tender submissions to agree proposals for re-procurement, liaising closely with procurement, legal, responsible Directors and external consultants, as well as members of the Project teams.
- Ensure any financial changes that may be required as a result of re-procurement are identified and processes reviewed, amended and implemented where required.
- Support the Senior Finance Business Partner and Facilities Director to monitor and manage the current variabilities in Utility usage and spend and ensure recharges to internal Divisions and external parties are accurate and transparent. Ensure that VAT is correctly applied to bills and the Finance system.
- Support the Business Partnering Team in extending the use of IBM Planning Analytics to maximise opportunities for improvements to reporting and financial processes.
- As this is a role that cuts across different divisions, line management will be provided by the Senior Business Partner, with additional tasks assigned by the Senior Business Partner in line with team priorities.

KEY RESPONSIBILITIES

- Financial review and analysis of key support contracts, providing accurate and easily understood MI to aid in Senior Management decision making.
- Financial review and analysis of tender documents relating to re-procurement as required.
- Identification and implementation of any revised Financial processes that may be required as a result of re-procurement
- Review of current Utilities accounting process and implement an effective and transparent process
- Work with the Professional Services Business Partnering team to develop and improve Directors MI reporting packs via the new FP&A tool.
- Provide support to the Business Partnering Team as required

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

PERSON SPECIFICATION

Essential Criteria

- Either qualified or Part-qualified or finalist studying for a recognised professional accounting institute (CIMA/ACCA), or comparable professional experience in financial or analytical roles.
- Sound knowledge and experience of working in a financial planning or project accounting environment, conversant with costing and budgeting, and response to audit queries.
- Working knowledge of financial and planning systems.
- Excellent numeracy and analytical skills with the ability to assess data, generate effective solutions and make effective decisions
- Highly organised self-starter, ready to actively explore potential projects to benefit the University.
- Ability to build effective relationships with a wide range of stakeholders across the organisation, influencing as necessary and resolving conflict.
- Strong excel skills.
- Excellent oral and written communication skills, as well as an ability to communicate technical and complex messages effectively with all levels of staff.

Desirable Criteria

- Process design and improvement experience.
- Systems: IBM Planning Analytics, Unit4, Cognos.
- MS Office, including Teams and Sharepoint.
- Knowledge of the Higher Education sector.