



## 1 Advertisement

**Post Title: Finance Business Partner – Professional Services**

**School/department:** Finance

**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).

**Contract:** Permanent

**Reference:** 9140

**Salary:** starting at £43,414 to £51,805 per annum (with a discretionary range dependent upon skills and experience)

**Placed on:** 29 July 2022

**Closing date:** 19 August 2022. Applications must be received by midnight of the closing date.

**Expected Interview date:** w/c 05 September 2022

**Expected start date:** To be confirmed

An exciting opportunity exists to join the University of Sussex to join the Professional Services Finance Business Partnering team in the provision of professional financial business partnering support to designated PS Divisional Directors and their SLT, the COO and the wider Finance team.

You will support the development of strategic and operational financial plans in the specified Professional Services Divisions in order to meet University objectives and deliver value for money in these areas of responsibility.

A key aspect of the role is the provision of insight to senior management on specific Professional Services Divisional financial performance, financial forecasts, Five Year Financial Plans, and the financial inputs needed for the annual planning round requirements. This will also include supporting the development of systems and processes to achieve this aim. In addition, the role seeks to ensure that senior managers in PS receive the support required to make effective financial decisions, and build and improve excellent financial management literacy and practice across the University in Professional Services.

If you have experience of delivering effective financial management and business partnering services, with the ability to think strategically and develop excellent service provision, then we want to hear from you.

Please contact Heidi Jones, Senior Strategic Finance Business Partner – Professional Services ([h.jones@sussex.ac.uk](mailto: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.*

**Please note: The University requires that work undertaken for the University is performed from the UK**

## **2. The Finance Division**

Please find further information regarding the division at  
<http://www.sussex.ac.uk/schoolsandservices/professionalservices/finance>

## **3. Job Description**

Job Description for the post of: Finance Business Partner – Professional Services

<b>Department:</b>	Finance
<b>Location:</b>	Sussex House/Hybrid
<b>Grade:</b>	8
<b>Responsible to:</b>	Senior Strategic Finance Business Partner
<b>Responsible for:</b>	N/A
<b>Key contacts:</b>	Directors of Professional Services, COO, Senior Corporate Accountant, Director of Finance, Head of Management Accounting Services

### **Role description**

The provision of professional financial business partnering support to designated Directors of Professional Services and their SLT, the COO, and senior members of the Finance team, supporting the development of strategic and operational financial plans at a University level in PS divisions.

### **PRINCIPAL ACCOUNTABILITIES**

- 1 Providing assurance regarding the financial performance, control and risk profile of all areas of responsibility of professional service divisions.
- 2 The formulation and delivery of university financial strategy in PS Divisions, in order to meet university objectives
- 3 Actively manage stakeholders, delivering value for money for the University in all areas of responsibility.
- 4 Building and improving excellent financial management literacy and practice across the University in Schools.
- 5 Diagnosing issues and scoping requirements through analysis and effective listening, and questioning and assisting senior managers in developing financial strategy and plans, to address issues and provide oversight of delivery.

## **KEY RESPONSIBILITIES**

### **1. PS Divisional Financial Support**

- 1.1 Work collaboratively with colleagues across the University to drive the financial value for money agenda in PS Divisions, identify and propose options and solutions to deliver improved value of money. Provide objective challenge to spending and income plans and take a proactive role in looking for opportunities to deliver services more effectively and efficiently.

Ensure that emerging initiatives and proposals are thoroughly tested and supported by business cases. Support the senior team by providing objective and constructive challenge in the development of options and financial models. Ensure ongoing benefits delivery and reporting, providing expert advice to the Directors of Professional Service.

- 1.2 Ensure the effective flow of management information to and from key stakeholders, to include analysis and evaluation of such information.

### **2. Policy Development**

- 2.1 Work within the PS Divisions to support the design and implementation of financial policy and procedure to support the achievement of university objectives, including the writing and presenting of reports to the appropriate University committees.
- 2.2 Provide guidance and interpretation to management within PS Divisions on the application of financial policy, financial regulations and procedures.

### **3. Project Work**

- 3.1 Undertake project work, and supporting, planning and implementing activities in area of expertise to support the achievement of functional objectives

### **4. Problem identification and resolution**

- 4.1 Support the PS Divisions in identifying, diagnosing problems as well as providing appropriate functional expertise to support successful resolution. This will require analysis, problem identification, solution generation, decision making, planning and organising the approach, communicating the proposal, orally, in writing or both, and influencing others to engage.
- 4.2 Work with functional and cross functional colleagues to implement university plans and strategy

### **5. Functional Team Working**

- 5.1 Work as part of the functional team, ensuring effective contribution, supporting and developing colleagues where needed.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

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.

## **INDICATIVE PERFORMANCE CRITERIA**

- Responsible for ensuring that the Directors of the PS Division are given a high level of financial support in the management of their Divisional Budgets, representing approximately £40m of the PS Cost Base.
- Responsible for the delivery of specific Divisional annual Budgets and Five Year Plan, Quarterly Forecasts, monthly reporting of actual performance, and the monitoring of financial risks and opportunities in accordance with strict timetable.
- Responsible for ensuring that there is effective support in financial decision making across designated PS Divisions encompassing: investment decisions, business case submissions, research financial bid reviews, contract reviews, business opportunities review and the delivery of value for money.
- Responsible for ensuring that all financial reports, audits, reviews and required returns are adequately discharged and compliant where applicable e.g. Access and Participation Plan audit.
- The post holder reports to the Senior Strategic Finance Business Partner - PS, but enjoys a defined level of autonomy and responsibility to enable the post holder to manage their own work to achieve their agreed objectives. The role holder also supports the senior leadership team of their Divisions to achieve the strategic and operational goals of the University, Professional Services & their Division. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Finance Division's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.
- Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently

## **PERSON SPECIFICATION**

### **ESSENTIAL CRITERIA**

1. Of graduate calibre with relevant post graduate or masters qualification and recognised CCAB professional accounting qualification (CIMA, ACCA, ICAEW, CIPFA) or qualified by experience (QBE)

2. Highly developed oral and written communication skills with the ability to present complex and conceptual ideas in a way that can be understood by most employees, with the ability to lead consultation and negotiations. Comfortable and adept at facilitating group workshops.
3. Planning and organisational skills.
4. Highly developed interpersonal skills with the ability to effectively influence stakeholders in area of expertise, effectively contribute to team working and lead colleagues
5. Strong analytical skills with the ability to generate effective solutions
6. Personal resilience and adept at challenging senior managers within the organisation to achieve clear financial outcomes and financial targets.
7. Strong gravitas, with the credibility to influence and gain the respect of PS Directors and professional staff
8. Effective IT Skills on MS platform, with extensive Excel modelling experience at an advanced level. Experience using functional databases.

#### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Experience in Business Partnering in a large complex organisation
2. Experience in the budgeting, planning, and forecasting process in a complex organisation or division
3. Experienced at developing financial business cases, strategic financial plans, and supporting senior managers with financial decision making
4. Ability to translate complex numbers into a narrative that can be clearly understood by senior managers from a non-financial background.

#### **DESIRABLE CRITERIA**

1. Experience in a similar role.
2. Experience working in Higher Education, a university or similar environment
3. Change management experience in delivering process and system improvements in an complex organisation
4. Experience in the use of Financial Planning analytics tools such as IBM Planning Analytics