

**Job Description: Assistant Finance Business Partner**

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| **College/School:** | Finance |
| **Job Title:** | Assistant Finance Business Partner |
| **Department/Subject:** | Finance |
| **Salary:** | Grade 7 £33,882 - £37,999 per annum together with USS pension benefits |
| **Hours of work:** | 35 hours per week |
| **Contract:** | Permanent |
| **Location:** | This position will be based at the Singleton and Bay Campus |

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| **Introduction** | As an intrinsically principled, purposeful, and resilient organisation, characterised by distinct values, culture and behaviours, Swansea University needs a professional services workforce with the differentiated skills necessary to deliver excellence.  |
| **Background information**  | The role of an Assistant Finance Business Partner will support a Faculty of Professional Service Function, providing comprehensive financial information and advice, meeting key business deadlines, and ensuring delivery of excellent customer service. Reporting to the Finance Business Partner, the post holder will be responsible for specific areas of activity within the monthly and annual financial reporting and budgeting cycle. They will understand the local and organisational business environment, identifying risks, providing insights and flexible, innovative solutions. They will continually evaluate their own impact that of the Finance function, to improve as a professional and take forward the Financial Management function. |
| **Main Purpose of Post** | 1. Maintaining the Staff establishment salary forecasting /and or the non-pay budget forecasts for the specified areas within the remit of the post.
2. Assist with the production of Monthly management accounts reports for the Faculty/ Professional Service including variance analysis, within the agreed timetable.
3. Application of specialist technical financial knowledge when liaising with budget holders and colleagues, and to aid decision making.
4. Review and monitor student bursary payment budgets if within a faculty.
5. Provide financial management support to the Finance Business Partner.
6. Administer the production of annual budgets for the Faculty / Professional Service and monitoring budget variances throughout the year. Supporting budget holders in monitoring their budgets.
7. Ensure that accruals and prepayments are processed in accordance with financial policy and the agreed timetable.
8. Assisting with the development and delivery of a systematic approach to identifying issues and developing innovative solutions in partnership with the Finance Business Partner.
9. Authorised signatory for financial approvals up to £25k
10. Raise and process journals for expenditure and verify that all expenditure transfers and journals from and to other University’s departments have been posted in the ledger correctly.
11. Support and advise members of staff, stakeholders, suppliers and visitors on the University’s financial processes and the University‘s financial procedures, rules and regulations and procurement policies.
12. Working with the Finance team manager to ensure that the purchase order commitments for the faculty are accurate and receipted in a timely fashion.
13. Maintain an effective working relationship with other teams and individuals in the finance function to understand and support processes within finance.
14. Provide financial analysis of business areas to prepare for the business planning processes.
15. Deputise for the Finance Business Partner as required.
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| **General Duties** | 1. To fully engage with the University’s Performance Enabling and Welsh language policies
2. To promote equality and diversity in working practices and to maintain positive working relationships.
3. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture.
4. Any other duties as directed by the Finance Business Partner, or their nominated representative expected within the grade definition.
5. To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University’s Risk Management Policy.
6. Seek, act on, and provide feedback to enable improvement, taking responsibility of own continued professional development.
7. As a high performing Department, Finance is constantly improving and all Finance professionals are expected to engage in alternative roles in other areas of Finance or the wider University, for personal and professional growth or where it may be operationally required.
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| **Leadership Values** | All Professional Services areas at Swansea University operate to a defined set of Core Values: [Professional services values](https://www.swansea.ac.uk/the-university/values/professional-services-values/) and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. In addition you will operate to a defined set of [Leadership Values](https://www.swansea.ac.uk/media/Swansea%20University%20Leadership%20Model%202018.pdf): **We are Professional** We develop ourselves and our teams through continued professional development and use feedback to improve. We create a culture that delivers successful outcomes through people, supporting, developing, and challenging our teams to succeed. We involve our people in developing a vision for the future and in enabling innovation and change, improving University, team and individual performance. **We Work Together** We enable our teams to work together and across functions to deliver successful outcomes that exceed the needs and expectations of our customers. We are responsible for creating environments that demonstrate equality, foster trust, respect and challenge. We are accountable for providing clarity and direction, communicating the “big picture” and harnessing ideas and opportunities to achieve the University’s vision. **We care** We create environments that identify, understand and give priority to delivering the needs of the University Community (our students, colleagues, external partners and the public). We motive and inspire our teams to provide the highest standards of personalised care and in doing so uphold the Swansea University brand. |
| **Person Specification** | **Essential Criteria:****Leadership Values:**1. Demonstrable evidence of creating a culture that delivers successful outcomes through people, developing and challenging teams to succeed and take pride in delivering professional services and solutions.2. Ability to enable teams to work together and across functions to deliver successful outcomes that exceed the needs and expectations of customers, and in creating environments that demonstrate equality, foster trust, respect, and challenge.3. Demonstrable experience of creating environments that identify, understand, and give priority to delivering the needs of the customer, and in motivating and inspiring teams to provide the highest standards of personalised care**Qualification:*** Professional accounting qualification through one of the accounting bodies within the Consultative Committee of Accountancy Bodies (CCAB) e.g. ACCA, ICAEW or CIMA or part qualified

**Or** Qualified by experience**Experience:*** Significant experience of working within a complex financial environment and of financial regulations commensurate to this position.
* Experience of financial coding structures and financial processes
* Significant experience of working within the principles of confidentiality and data protection/security that is relevant to this role.
* A demonstrable commitment to their own Continual Professional Development (CPD)

**Knowledge and Skills:*** Evidence of excellent practical application in the use of Microsoft Excel, together with other Microsoft applications.
* Proven ability to work effectively as part of a team, to be pro-active, working to strict deadlines in order to meet peak demands.
* Evidence of high level of interpersonal skills, discretion, sensitivity, and personal initiative with excellent attention to detail.
* Evidence of assisting with the development of innovative solutions in partnership with Managers and Colleagues.
* Evidence of working with customers to provide specialist advice and support.
* Evidence of utilising insights and objective data to assist their line manager in identifying risks and opportunities to ensure the appropriate action was taken.
* Evidence of knowledge and compliance with relevant legislation, Finance Policies and Procedures.
* Evidence of extracting and evaluating data to provide quality information to aid decision making.
* Evidence of actively seeking and acting upon feedback to improve as a professional, taking responsibility for own CPD.
* Evidence of an outward looking and future focussed approach, horizon scanning and using professional networks to identify trends and innovative approaches to enable improvement.

**Welsh Language:**Level 1 – ‘a little’ (you do not need to be able to speak any Welsh to apply for this role) e.g. pronounce Welsh words, place names, department names. Able to answer the phone in Welsh (good morning / afternoon). Able to use of learn very basic every-day words and phrases (thank you, please, excuse me). Level 1 can be reached by completing a one-hour training course. For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here](https://www.swansea.ac.uk/welsh-language-standards/compliance/recruitment/).**Desirable Criteria:*** Experience in budget delegation and allocation processes
* Knowledge and understanding of the Higher Education sector
* Experience of working with Agresso Business World/U4ERP
* Ability to communicate through the medium of Welsh
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| **Additional Information** | **Informal enquiries:** For further information please contact Catherine.hunt@swansea.ac.uk  The University is committed to supporting and promoting equality and diversity in all its practices and activities. We aim to establish an inclusive environment and welcome diverse applications from the following protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic and national origin), religion or belief, sex, sexual orientation. |

  