

## **JOB DESCRIPTION**

*NOTE: This job description does not form part of the employee's contract of employment but is provided for guidance. The below list is not exclusive or exhaustive and all members of staff are required to be professional, co-operative and flexible in line with the needs of the post, Department, School and the University. The precise duties and responsibilities of any job may also be expected to change over time. Job descriptions should be regularly reviewed and at least prior to the annual PPDR, if applicable, to ensure they are an accurate representation of the post. Job Holders should be consulted over any proposed changes to this job description before implementation*

1. JOB TITLE: Business Partner
2. GRADE: NG8
3. REPORTS TO: Head of Financial Planning and Analysis
4. PURPOSE: To provide high level business partnering support to a designated college and Professional Services departments, assisting with determining strategy in order to drive University performance in terms of surplus income generation and meeting financial and non financial institutional KPIs. To monitor and control all aspects of financial management of a designated area (or areas), to take a leading role in financial planning of the area(s) and to ensure that all the accountabilities are met.

### **5. PRINCIPAL ACCOUNTABILITIES**

1. To be responsible for providing business partnering support to the areas of designated responsibility (two or more colleges, professional service areas and capital spend) by helping the area to set strategic objectives and to provide information (for example financial information or institutional KPIs), advice and challenge in order to improve performance.
2. Supporting the planning process, acting as the primary contact in Finance for designated areas.
3. To pro-actively support University leaders in identifying and evaluating business development opportunities, ensuring that all costs and risks are understood at the planning stage. To work with their areas to periodically review the financial and non-financial performance of existing activities
4. To identify opportunities for business process improvements efficiencies and more effective decision-making, for example reporting enhancements that will enable

budget holders to self-service management accounts information, or model costs/prices, liaising with and supporting the relevant departmental colleagues in order to implement the improvements.

5. Leading on the delivery of institutional projects that will improve the way in which financial information is captured and stored e.g. improving the chart of accounts and implementing project and capital accounting.
6. To be responsible for financial reporting and budgetary controls including producing monthly management account packs (until automated MAPs in place), RAP process, forecasting income and expenditure, contributing to quarterly forecasts, and MI packs. This may require the business partner to work with colleagues in Finance on the way that financial information is stored and coded and with end users in Colleges and Professional Services Departments to understand and articulate requirements.
7. Preparing and submitting regular update reports for information/approval to University Executive Board (UEB), Audit Committee and the Finance and Property Committee, as directed by the Head of Financial Planning & Analysis, which will include, but not be limited to, monthly/quarterly/annual reporting and 5 year forecasting.
8. To ensure that the University's Financial Regulations and all extant policies and procedures are followed at all times and that a consistent approach is taken.
9. Undertake such tasks as appropriate within the post holder's competence as required from time to time by the Line Manager.

## 6. CONTEXT

The post holder is expected to deliver outstanding basics and exhibit the highest standards of professional conduct and performance. The Finance Department is part of Professional Services and has endorsed a charter which identifies standards of conduct that all staff in Professional Services are expected to observe.

The Professional Services Departments work collaboratively to contribute to the continuing success of the University. Pro-active and participative approaches to administration are encouraged, and all post holders are encouraged to work collaboratively with networks of staff across the University, fostering good relationships across departmental boundaries, to support applicants and students. Good working relationships between these departments are viewed as essential to the provision of a quality support service for students and other staff, both within the University and its Associate Colleges.

All Departments are expected to optimise the efficiency and effectiveness of the University's administration and to initiate change and innovation in accordance with the needs and expectations of Westminster as a modern, professional, international university. A priority goal for all Departments is to maintain newly-established career pathways and create opportunities for staff at all levels to enhance their capability and experience both for the benefit of the University and in support of their personal aspirations.

The post holder will be expected to exhibit the highest standards of professional conduct and performance, in keeping with the University values, ensuring these are reflected in staff teams and to set standards of professional conduct in line with appropriate professional membership and competencies frameworks.

The post holder must at all times:

- a) Carry out their responsibilities with due regard to the University's Equal Opportunities Statement
- b) Accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times.
- c) Respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- d) Carry out their responsibilities with due regard to the non-smoking environment of the University
- e) The University is committed to a policy of best practice to assist in building a sustainable way of life by taking a positive, solutions-orientated approach. All post holders are encouraged to contribute through their roles to improving the environment, for the University and the wider community. Details of policy, information and the staff development supporting the policy on the environment will be promoted through the website and various University communication channels.

The Finance Department provides a centrally managed and locally delivered service to the University's principal locations.

## 6. DIMENSIONS

- Business Partners do not have line management responsibility but will be expected to provide coaching and professional development support to junior members of the Finance team.
- No direct budget management but the Business Partners will be heavily involved in supporting and enabling UEB, Heads of Colleges and Professional Services leads in effectively managing their budgets.
- Key stakeholders will involve Heads of Colleges and Professional Services Heads and other members of the University Executive Board.

## PERSON SPECIFICATION

### *1. QUALIFICATIONS*

- First degree or equivalent experience (E).
- Hold a professional accountancy qualification (CCAB, ACA, ACCA, CIMA) (E).

### *2. TRAINING AND EXPERIENCE*

- Significant experience working in a senior financial position in a complex organisation (E).
- Experience of financial reporting for management and budgetary control (E).
- Experience of preparing accurate schedules to support statutory accounts (E).
- A thorough knowledge of maintaining and improving internal controls (E).
- Excellent IT skills including excel and financial reporting tools (E).
- Experience of using financial and non-financial KPIs and reporting to drive improved performance (E).
- Experience of having provided business solutions and strategic advice to Heads of Department and senior budget holders (E).
- Excellent communication skills to facilitate liaising with other University staff of varying financial acumen and demonstration of the ability to work with finance and non-finance professionals (E).
- Experience of working in a Business Partnering role (D).
- Experience of working in the HE sector (D).

### *3. APTITUDES AND ABILITIES*

- Ability to work to tight deadlines and organise workload with minimal supervision (E).
- Ability to carry out work accurately and with great attention to detail (E).
- Ability to establish good working relationships with staff at a variety of levels and with external agencies (E).
- Ability to work in an efficient and organised manner with the ability to prioritise and handle multiple tasks (E).
- A proactive approach to problem solving (E).
- A flexible attitude to changing workloads (E).

### *4. PERSONAL ATTRIBUTES*

- Self-motivated with a positive and flexible attitude (E).
- Ability to work well under pressure on own initiative and as part of a busy team (E).
- Fully committed to creating a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable