

JOB DESCRIPTION
Faculty Finance Partner
Vacancy Ref: A2935

Job Title: Faculty Finance Partner	Present Grade: 7P
Department/College: Finance Division	
Directly responsible to: Deputy Director of Finance (Financial Planning and Analysis)	
Supervisory responsibility for: the whole Financial Planning Operations team in the absence of other key colleagues as required and ad hoc day to day supervision of individual members allocated to work on tasks in your portfolio	
Main contacts Internal: <ul style="list-style-type: none"> All staff within Finance Division, other Professional Services staff as relevant, Deans, Associate Deans, Heads of Department and other budget holders. External: <ul style="list-style-type: none"> Auditors, funders or other parties relevant to role. 	
Major Duties: <ul style="list-style-type: none"> To provide a comprehensive, professional budget support and financial planning service to allocated Deans, Associate Deans, Heads of Department and other senior budget holders. <p>This includes:</p> <ul style="list-style-type: none"> Full support for budget setting process for allocated areas. Carrying out regular monitoring of allocated budget areas, taking actions where appropriate and reporting relevant issues to the Heads of Department, Divisional Directors, Deans, Associate Deans or other budget holders. Assisting with preparations for and discussions at mid-year and year-end reviews of financial performance. Financial support, monitoring and assisting with resolution of queries relating to invoicing, external grants & projects and debtor position as required. Financial forecasting for Faculty, departments or other areas as required, consistent with University level assumptions. Processing financial transactions on the Agresso financial system as required. Identifying opportunities for potential improvements in reporting or systems usage. Provision of data for statistical and accreditation bodies as required or ad hoc reports for Dean. Other items requested or delegated by the Dean or Director of Finance including internal allocation of resources, approval of financial transactions as authorised signatory, credit card usage, petty cash management, maintaining overview of local cash handling arrangements, support for internal audit reviews, servicing Faculty committees. 	

- To work closely with key colleagues to provide team development to a pool of Assistants, themselves supporting allocated budget areas; to ensure consistency of approach and implementation of best practice across all areas.
- To provide high level support for senior members of the Finance Division in all aspects of budget management, costing, year-end audit preparation and other special projects as required.
- To execute any other duties that may be reasonably be expected of the post-holder