

**JOB DESCRIPTION**  
**Strategic Finance Partner**  
**Vacancy Ref: A2935**

<b>Job Title:</b> Strategic Finance Partner	<b>Present Grade:</b> 8P
<b>Department/College:</b> Finance Division	
<b>Directly responsible to:</b> Deputy Director of Finance (Financial Planning and Analysis)	
<b>Supervisory responsibility for:</b> 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	
<p><b>Other contacts</b></p> <p><b>Internal:</b> All Finance Division staff and, as required for allocated areas, Pro-Vice-Chancellors, Provost for Colleges and the Library, Deans, Associate Deans, Heads of Departments, Research Institute Directors, Chief Administrative Officer and Secretary, Professional Services Directors, Faculty Offices, Policy and Resources Committees, Dean's Group, Professional Services Leadership Team, Company Boards.</p> <p><b>External:</b> Internal and External Auditors, Regulators, Funders, Donors, Accreditation bodies, others as required.</p>	
<p><b>Major Duties:</b></p> <p><b>Leadership and Management</b></p> <ul style="list-style-type: none"> <li>• Demonstrate high-level personal understanding of the University strategy and its impact on allocated areas, seeking input from key stakeholders to ensure good cultural understanding and enhancing ability to identify issues that may impact in future.</li> <li>• Develop strong relationships with all key stakeholders and contacts, building trust and confidence.</li> <li>• Provide excellent judgement in considering issues arising, seeking advice where necessary.</li> <li>• Support the Deputy Director of Finance (Financial Planning and Analysis) and Financial Planning Operations Manager in leadership and management of an effective and motivated operational team, providing help and guidance to ensure that staff work to the highest professional standards.</li> <li>• Identify and, where appropriate, lead opportunities to facilitate business process improvements and seek support for changes working collaboratively with relevant stakeholders.</li> <li>• Present on key strategic topics credibly and professionally to senior stakeholders, with demonstrable understanding of both the local and wider University context.</li> <li>• Promote a culture of continuing professional development and learning for self and wider team members within the framework of the University's Performance Development Review processes.</li> <li>• Act as a coach and mentor to less experienced staff within and outside direct team.</li> <li>• Develop professional networks both internally and externally within Higher Education.</li> <li>• As a senior member of the Finance Division, seek advice from colleagues as required, effectively communicate matters relating to financial planning and operations, exchange ideas and best practice, develop excellent relationships across areas and contribute positively in all aspects of the Division's work.</li> <li>• Uphold the values of the University at all times.</li> </ul>	

**Financial Control and Financial Management operations**

- Provision of expert technical financial support, guidance and management information to key stakeholders, consistent with the University's overall approach.
- Ensure delivery of all key operational requirements in support of the University's planning, budgeting reporting and monitoring processes.

- Supporting, and as required, leading wider team members to deliver a comprehensive and robust financial management service underpinned by excellent customer service.
- Ensuring financial management information is presented to key stakeholders in an accessible way and used as appropriate to monitor performance and to influence change alongside other data sources.
- Promoting techniques such as zero-based budgeting and principles such as full economic costing to support stakeholders in key decision making.
- Contribute towards the effectiveness and enhancement of the University's transactional processing activities through pro-active collaboration with key colleagues.
- Ensure high-quality support for University data returns (e.g. TRAC/HESA) and benchmarking exercises as required.

### **Strategic Planning**

- Provide high-level support to senior stakeholders for the annual Planning and Resource allocation process (and as required on an ad hoc basis) for allocated areas including preparation of materials, evaluation of proposals against key criteria, providing appropriate challenge in assisting prioritisation of decisions in the context of wider University strategic goals.
- Establish strong relationships and links with senior Finance colleagues and the Directorate of Strategic Planning and Governance to access available data sources and information at key points in the cycle.
- Ensure that historic financial performance and trends, future projections and ongoing sustainability in light of the wider University strategic priorities and emerging financial risks are identified and understood by budget-holders and relevant stakeholders.
- In the context of financial targets, ensure that risks and opportunities are identified in a timely manner and appropriate solutions are actively identified and implemented.
- Engage proactively with colleagues to ensure that full economic costing is understood and embedded in key decision making.
- Ensure pricing arrangements are appropriate to ensure financial sustainability and in line with University policy, seeking advice as appropriate.
- Provide commercial acumen and a technical approach to financial analysis and modelling including NPV/IRR/ROI.
- Prepare high-quality papers for the University Planning and Resources Group and key committees including Finance and General Purposes Committee in support of key stakeholders as required.

### **Wider university activities**

- Operate effectively in University wide multi-disciplinary teams working with senior managers to help develop areas of University strategy and policy and where appropriate take responsibility for advising on specific initiatives or projects.
- Assist with other projects commensurate with the grade of the post.