**ROLE PROFILE**

**Job Title:** Finance Manager  
**School/Department:** Financial Management  
**Job Family and Level:** Administrative, Professional & Managerial, Level 5  
**Contract Status:** Permanent  
**Hours of Work:** Full-time (36.25 hours per week) however applications are also welcome from candidates wishing to work part-time (minimum 29 hours per week). Please specify in your application if you wish to work part-time and the number of preferred hours.  
**Location:** Various  
**Reporting to:** Head of Commercial Finance / Commercial Finance Manager

**Purpose of the New Role:**
- Lead a finance team (typically 4 - 8 staff) to provide effective and efficient operational financial management services and business-partnering support to one or a group of business units.  
- Provide financial and business advice to heads of business units and influence significant business decisions.  
- Work closely with the business unit management (typically the head of school and school manager in academic schools) to implement specific plans and agendas including University and business unit KPIs.  
- Work closely with the Corporate Finance Team to ensure compliance with financial regulations, external reporting and requirements for financial planning, budgeting, management accounting, forecasting and other financial reporting.  
- Work closely with other business unit teams and other professional services to support development and delivery of financial strategy and business cases.  
- The role holder will be accountable to business unit management to ensure that the units’ objectives are being met and budget management support is provided at an appropriate level to support business unit decisions.

**Main Responsibilities**

<table>
<thead>
<tr>
<th>Main Responsibilities</th>
<th>% time per year</th>
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<tbody>
<tr>
<td>1. Financial and business advice to senior management including financial scenario modelling</td>
<td>20%</td>
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<tr>
<td>- Inform and influence policy formulation and where appropriate contribute to decisions on financial elements of major business development issues</td>
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<td>- Model and evaluate financial scenarios</td>
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<td>- Oversee effective budget management at business unit level</td>
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<td>- Consider new University-wide policies and objectives when making financial and business decisions at business unit level</td>
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<tr>
<td>- Contribute to the strategic direction and successful performance of business units across a range of key performance indicators</td>
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<tr>
<td>- Support financial and business activities of business units with particular emphasis on their unique requirements</td>
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### 2. Change management

- Collaborate with business unit management and Financial Management teams to design and implement improvements to financial processes, leading the process as appropriate
- Prepare relevant financial and organisation information to facilitate change
- Establish and maintain new finance team structures
- Ensure high quality service delivery by the finance team on an on-going basis and for continuous improvement
- Keep up to date with accounting, regulatory and University developments to ensure compliance

#### 3. Financial planning, management accounting, monitoring and control

- Working with the line manager, identify trends, strengths, weaknesses, opportunities and threats in areas that have financial implications and contribute to development and implementation of strategic plans for business units
- Develop plans and budgets for business units within the University’s framework
- Ensure that management accounts and forecasts are prepared in line with the University’s processes and standards
- Ensure that business units discharge their financial obligations effectively and ensure that robust governance arrangements are in place to ensure high quality provision

#### 4. Staff leadership and development

- Ensure that the finance team (including any professionally qualified staff) achieve high work standards and outputs and add value to the University
- Lead and motivate the team including improving the capability of staff
- Provide development opportunities, coaching and professional support
- Collaborate and support other colleagues outside the team who are responsible for some aspects of financial management

#### 5. Networking/liaison with other finance teams and Professional Service departments

- Work closely with other senior colleagues in Professional Services and provide expert guidance to inform university-wide and business unit objectives
- Consult with senior managers in business units and other service users to establish service requirements and priorities
- Actively develop effective working relationships with external partners and regulators where appropriate

#### 6. Other responsibilities

- Any other duties as appropriate to grade and role

### Knowledge, Skills, Qualifications & Experience

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<thead>
<tr>
<th>Qualifications/ Education</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>CCAB qualified or significant experience in a similar or relevant role or experience as detailed below</td>
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<table>
<thead>
<tr>
<th>Skills/Training</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>In-depth knowledge of the principles of financial management, theory and best practice</td>
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<td>Change management skills</td>
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<td>Proven leadership skills</td>
<td></td>
<td>Knowledge of:</td>
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<tr>
<td>Proven planning and organisational skills for self and others</td>
<td>-higher education sectors</td>
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<td>Influencing skills with senior managers</td>
<td>-university structures and procedures</td>
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<td>Excellent interpersonal skills and ability to negotiate and communicate effectively at both senior and junior levels</td>
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<td>Excellent business writing skills</td>
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<td>Advanced analytical and problem-solving capability</td>
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<td>Highly proficient IT skills with Office, financial and other business systems</td>
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<td>Ability to define priorities and work flexibly and effectively under pressure to meet demanding and sometimes conflicting deadlines</td>
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**Experience**

- Substantial experience of management accounting in a large and complex organisation
- Application of financial/business processes and controls
- Operation of devolved financial management
- Application of project and long-term contract accounting and reporting
- A track record of credible engagement with senior management

- Experience of leading and motivating a professional team
- Business case preparation and options assessment
- Specific experience relevant to the business unit

**Knowledge**

- Up-to-date knowledge of technical accounting developments and practice
- Understanding of UK higher education funding environment and opportunities
- Detailed knowledge of funding partners’ financial systems and processes where appropriate

- Well-developed knowledge and understanding of systems/services and their dependencies across organisational functions

*The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.*