Role Profile

Job Title: Assistant Finance Manager

School/Department: Financial Management department

Job Family and Level: Administrative professional and managerial level 4

Contract Status: Permanent

Hours of Work: Full-time (36.25 hours per week) however applications are also welcomed 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: Varied

Reporting to: Finance Manager

Purpose of the New Role:
Assistant Finance Manager (based in Financial Management Department comprising of approximately 90 staff) will provide day-to-day support to finance managers and non-finance departmental budget holders. The support will be given predominantly at operational and project level and include but will not be limited to:

- Preparation of detailed budgets, project costing and forecasts;
- Compiling monthly management accounts and commentary and analysis of budget variances;
- Journal and accrual processing and other data entry;
- Investigation and resolution of queries;
- Coordination of year end processes;
- Maintaining a high level of customer service and business partnering with non-finance personnel.

Deliver professional financial and business advice to business units on operational issues whilst ensuring alignment of local and University strategy and financial objectives in a highly devolved budgetary environment. Financial support provided by the role-holder will aim to cover research, teaching or professional services activities.

Monitor adherence to statutory and corporate financial policy and procedures.

The percentage split below is indicative only; it can change at any time depending on the specific business unit demands or Financial Management's requirements.

<table>
<thead>
<tr>
<th>Main Responsibilities</th>
<th>% time per year</th>
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<tbody>
<tr>
<td>1.</td>
<td>10%</td>
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<tr>
<td>- Provide financial and business advice</td>
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<td>- Build effective working relationships with relevant staff throughout the organisation in order to support the provision of comprehensive business advice at operational level:</td>
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<td>- Advise on the allocation of resources at project level and effective budget management;</td>
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<td>- Understand problems that arise, liaise with the relevant departments and</td>
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### 1.
- Provide effective solutions/recommendations;
  - Provide financial and business advice to senior staff within business units (e.g. school managers) through verbal communication, written briefings and input at meetings;
  - Provide research project management support to management and academics (including pFACT costings and post-award cost management) including flagging up potential funding risks or margin losses to senior management.
  - Liaise with HR and review funding sources in order to inform decisions on approving employee posts which are to be created, filled or extended.
  - Provide educational support and guidance to develop the skills of non-financial managers to aid their financial management role.

### 2.
- Customer needs management and networking/liaison with other teams and professional service departments
  - Establish good communications and regular contact with key staff in business units.
  - Work closely with colleagues in other departments (e.g HR, Corporate Finance etc.) and provide expert guidance on financial policies and procedures.
  - Represent the team within the University and the wider community as appropriate to promote the activities of the team.
  - Provide a high level of customer service to business units as measured via customer feedback and assessed through the PDPR processes.

### 3.
- Ensure compliance and effective financial control
  - Manage financial systems to ensure accurate recording in compliance with relevant accounting policies and standards.
  - Advise on the implementation of accounting controls to ensure that commitments are within budget constraints.
  - Keep up to date with accounting, regulatory, funding body and University developments to ensure compliance.
  - Act as point of contact for project audits, liaising with auditors and other areas of the University as appropriate.

### 4.
- Prepare management and year-end accounts and oversee project monitoring in order to provide the financial data for your budget holders to run their business effectively
  - Coordinate the month-end processes and process transactions to ensure that all tasks are completed to timetable and the accounts present accurate financial results.
  - Produce and analyse supporting information to assist in the identification of key variances, trends and issues for review and discussion.
  - Identify and investigate variances from budget/forecast through discussion and liaison with budget holders and managers.
  - Writing incisive commentary for business unit management.
  - Acquire information and documentation from business units and external sources for performing reconciliations, calculations, accruals and prepayments.

### 5.
- Budgeting and forecasting processes
  - Partner with your budget holders to prepare annual budgets and quarterly forecasts (including operating and research activities).
  - Meet with business units to discuss detailed budgets and produce detailed pay variance analyses for operational discussion.
  - Update the financial system and action budget and forecast changes during the year.
  - Help to identify and create cost saving plans with budget holders as needed.

### 6.
- Support other financial activities
  - Review and manage priorities to ensure that line management and business units are supported in the most effective manner in accordance with key deadlines.
  - Support line management in providing operational support as required.
  - Support academics in providing research support as required.

### 7.
- Personal and professional development and training
  - Identify, highlight and address development needs to ensure continuing professional development and the necessary experience by attending relevant courses.
  - Provide a professional mentoring role where required to junior accountancy staff in Financial Management.
  - Communicate and share best practice.
  - Educate and train staff on the use of the financial system, financial procedures and policies.
  - Proactively identify new opportunities and work with management to develop solutions.

### 8.
- Other responsibilities

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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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<td></td>
<td>AAT qualified or Substantial equivalent experience or Studying to become CCAB qualified</td>
<td>CCAB qualified</td>
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<thead>
<tr>
<th>Skills/Training</th>
<th>Knowledge of:</th>
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<tr>
<td>Highly proficient IT skills with Office, financial and other business systems</td>
<td>higher education sectors</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>
<td>University decision making with a detailed knowledge of University structures and procedures</td>
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<td>High level, hands-on IT skills with a proven record of development and achievement in the provision of management information</td>
<td>Excellent business report writing Skills</td>
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<td>Good problem-solving skills, with the ability to apply technical knowledge in practical business environment</td>
<td>Up-to-date knowledge of technical accounting developments and practice</td>
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<td>An appreciation of the need to maintain accuracy, and the ability to proactively check work to ensure that this is delivered</td>
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<td>Strong understanding of budgetary control processes and the principles of devolved budget management</td>
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<td>Excellent inter-personal and communication skills, both written and oral</td>
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<td>Good team working skills</td>
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<tr>
<td>Ability to analyse and interpret financial information</td>
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<td>Thorough understanding of fundamental accounting principles and transactions</td>
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<td>Understanding of systems/services and their dependencies across organisational functions</td>
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<tr>
<th>Experience</th>
<th>Experience of management accounting in a large and complex organisation</th>
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<td>Application of financial/business processes and controls</td>
<td>Application of project and long-term contract accounting and reporting</td>
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<tr>
<td>Operation of devolved financial management</td>
<td>Understanding of research grant administrations and management processes</td>
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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.