



Job title	Finance Manager	Job family and level	Administrative, Professional and Managerial Level 5
School/ Department	Financial Management	Location	Varied

## Purpose of 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 and strategies.
- 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 (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<b>Financial and business advice to senior management including financial scenario modelling</b> <ul style="list-style-type: none"><li>• Inform and influence policy formulation and where appropriate contribute to decisions on financial elements of major business development issues</li><li>• Model and evaluate financial scenarios</li><li>• Oversee effective budget management at business unit level</li><li>• Consider new University-wide policies and objectives when making financial and business decisions at business unit level</li><li>• Contribute to the strategic direction and successful performance of business units across a range of key performance indicators</li></ul>	20%

	<ul style="list-style-type: none"> <li>• Support financial and business activities of business units with particular emphasis on their unique requirements</li> </ul>	
2	<b>Change management</b> <ul style="list-style-type: none"> <li>• Collaborate with business unit management and Financial Management teams to design and implement improvements to financial processes, leading the process as appropriate</li> <li>• Prepare relevant financial and organisation information to facilitate change</li> <li>• Establish and maintain new finance team structures</li> <li>• Ensure high quality service delivery by the finance team on an on-going basis and for continuous improvement</li> <li>• Keep up to date with accounting, regulatory and University developments to ensure compliance</li> </ul>	20%
3	<b>Financial planning, management accounting, monitoring and control</b> <ul style="list-style-type: none"> <li>• 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</li> <li>• Develop plans and budgets for business units within the University's framework</li> <li>• Ensure that management accounts and forecasts are prepared in line with the University's processes and standards</li> <li>• Ensure that business units discharge their financial obligations effectively and ensure that robust governance arrangements are in place to ensure high quality provision</li> </ul>	40%
4	<b>Staff leadership and development</b> <ul style="list-style-type: none"> <li>• Ensure that the finance team (including any professionally qualified staff) achieve high work standards and outputs and add value to the University</li> <li>• Lead and motivate the team including improving the capability of staff</li> <li>• Provide development opportunities, coaching and professional support</li> <li>• Collaborate and support other colleagues outside the team who are responsible for some aspects of financial management</li> </ul>	10%
5	<b>Networking/liaison with other finance teams and Professional Service departments</b>	5%

	<ul style="list-style-type: none"> <li>• Work closely with other senior colleagues in Professional Services and provide expert guidance to inform university-wide and business unit objectives</li> <li>• Consult with senior managers in business units and other service users to establish service requirements and priorities</li> <li>• Actively develop effective working relationships with external partners and regulators where appropriate</li> </ul>	
6	<b>Other responsibilities</b> <ul style="list-style-type: none"> <li>• Any other duties as appropriate to grade and role</li> </ul>	5%

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ In-depth knowledge of the principles of financial management, theory and best practice</li> <li>▪ Proven leadership skills</li> <li>▪ Proven planning and organisational skills for self and others</li> <li>▪ Influencing skills with senior managers</li> <li>▪ Excellent interpersonal skills and ability to negotiate and communicate effectively at both senior and junior levels</li> <li>▪ Advanced analytical and problem-solving capability</li> <li>▪ Excellent business writing skills</li> <li>▪ Highly proficient IT skills with Office, financial and other business systems</li> <li>▪ Ability to define priorities and work flexibly and effectively under pressure to meet demanding and sometimes conflicting deadlines</li> </ul>	<ul style="list-style-type: none"> <li>▪ Change management skills</li> <li>▪ Knowledge of: <ul style="list-style-type: none"> <li>-higher education sectors</li> <li>-university structures and procedures</li> </ul> </li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Up-to-date knowledge of technical accounting developments and practice</li> <li>▪ Understanding of UK higher education funding environment and opportunities</li> <li>▪ Business case preparation and options assessment</li> <li>▪ Delivery of excellent customer service both personally and through management of the team</li> <li>▪ Substantial experience of management accounting in a large and complex organisation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Well-developed knowledge and understanding of systems/services and their dependencies across organisational functions</li> <li>▪ Experience of leading and motivating a professional team</li> <li>▪ Specific experience relevant to the business unit</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Application of financial/business processes and controls</li> <li>▪ Operation of devolved financial management</li> <li>▪ Application of project and long-term contract accounting and reporting</li> <li>▪ A track record of credible engagement with senior management</li> </ul>	
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ CCAB qualified or significant experience in a similar or relevant role or experience as detailed below</li> </ul>	



The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

<b>Valuing people</b>	Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
<b>Taking ownership</b>	Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
<b>Forward thinking</b>	Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
<b>Professional pride</b>	Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
<b>Always inclusive</b>	Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

## Key relationships with others

