



Job title	Professional Services - Assistant Finance Manager	Job family and level	Administrative, Professional and Managerial Level 4
School/ Department	Financial Management Department	Location	Various

Purpose of role

- Be a part of the Professional Services Team to provide effective and efficient operational financial management.
- Ensure financial data is free from material error and is timely, robust and consistent.
- Ensure the Professional Services Balance Sheet is robust.
- Work closely with the Professional Services Finance Managers to ensure that financial information being provided is relevant and consistent.
- Work closely with the Corporate Finance Team to ensure compliance with statutory and corporate financial policy and procedures.

	Main responsibilities	% time per year
1	<p>Provide financial and business advice</p> <ul style="list-style-type: none"> • Build effective working relationships with relevant staff throughout the organisation in order to support the provision of comprehensive business advice at operational level. • Advise on the allocation of resources at project level and effective budget management. • Understand problems that arise, liaise with the relevant departments and provide effective solutions and 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. • 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. 	25%
2	<p>Budgeting and forecasting processes</p> <ul style="list-style-type: none"> • 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. 	25%

	<ul style="list-style-type: none"> • 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. 	
	<p>Production of Management Accounts</p> <ul style="list-style-type: none"> • 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. 	25%
5	<p>Ensure compliance and effective financial control</p> <ul style="list-style-type: none"> • 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 financial transactional data is free from material error. • Keep up to date with accounting, regulatory, funding body and University developments to ensure compliance. 	10%
6	<p>Customer needs management and networking/liaison with other teams</p> <ul style="list-style-type: none"> • Establish good communications and regular contact with key staff. • Work closely with colleagues in other departments, where appropriate, 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. 	5%
7	<p>Personal and professional development and training</p> <ul style="list-style-type: none"> • 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. 	5%

8	Other responsibilities <ul style="list-style-type: none">Any other duties as appropriate to grade and role	5%
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Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ In-depth knowledge of the principles of financial management, theory and best practice ▪ Advanced analytical and problem-solving capability ▪ Ability to review and improve embedded processes ▪ Proven planning and organisational skills for self and others ▪ Ability to define priorities and work flexibly and effectively under pressure to meet demanding and sometimes conflicting deadlines ▪ Excellent interpersonal skills ▪ Highly proficient IT skills with Office, financial and other business systems ▪ Build effective working relationships with relevant staff throughout the organisation in order to support the provision of comprehensive business advice at operational level. ▪ Excellent inter-personal and communication skills, both written and oral 	<ul style="list-style-type: none"> ▪ Knowledge of: <ul style="list-style-type: none"> -higher education sectors -university structures and procedures
Knowledge and experience	<ul style="list-style-type: none"> ▪ Application of financial/business processes and controls ▪ Data analysis and presentation ▪ Experience of leading and motivating a finance team ▪ Balance sheet reconciliation and review ▪ Experience of continued process improvements ▪ A track record of credible engagement with variety of stakeholders ▪ Up-to-date knowledge of technical accounting developments and practice ▪ Strong understanding of budgetary control processes and the principles of devolved budget management ▪ Experience of preparing management and year-end accounts and overseeing project monitoring in order to provide the 	<ul style="list-style-type: none"> ▪ Business case preparation and options assessment

	<p>financial data for your budget holders to run their business effectively</p> <ul style="list-style-type: none"> ▪ Partner with your budget holders to prepare annual budgets and quarterly forecasts 	
<p>Qualifications, certification and training (relevant to role)</p>	<ul style="list-style-type: none"> ▪ AAT qualified or ▪ Substantial equivalent experience or ▪ Studying to become CCAB qualified 	<ul style="list-style-type: none"> ▪ CCAB qualified



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:

- Valuing people** 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.
- Taking ownership** 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.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
- Professional pride** 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.
- Always inclusive** 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



