



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

Purpose of role

- Support the Professional Services finance team in providing 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 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 (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Month End and Reporting ▪ Coordinate the month-end processes to ensure that all tasks are completed to timetable and the accounts present accurate financial results. ▪ Produce and analyse data to check for accuracy. ▪ Acquire information and documentation from business units and external sources for performing reconciliations, calculations, accruals and prepayments. ▪ Input amendments to the financial system, organise and keep detailed supporting records in order to satisfy the requirements of auditors. ▪ Produce and analyse supporting information to assist in the identification of key variances, trends and issues for review. ▪ Identify and investigate variances from budget. ▪ Assist with writing incisive commentary to support the wider Professional Service Finance Team. ▪ Coordinate and manage the year-end timetabling and task management.	25%
2	Change Management	25%

	▪ Review and assess all current processes within the Team ▪ Work with the Team and the wider business to make improvements to current processes, ensuring things are being done in the most efficient and effective way. ▪ Ensure all procedures have proper checks and balances.	
3	Staff Leadership and Development ▪ Ensure that the finance team achieve high work standards and outputs and add value to the University. ▪ Be a team player and support the wider Finance team as required. ▪ Collaborate and support other colleagues outside the team who are responsible for some aspects of financial management.	20%
4	Balance Sheet Control ▪ Perform Balance Sheet reconciliations for all appropriate balance sheet codes within the Professional Services area. ▪ Working with the wider Professional Services Team ensure that all Balance Sheet reconciliations are clearly documented and evidentiary support available where applicable. ▪ Ensure items within the Balance Sheet reconciliations are dealt with in a timely manner, where appropriate.	10%
5	Compliance and 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 financial transactional data is free from material error. ▪ Keep up to date with accounting, regulatory, funding body and University developments to ensure compliance.	5%
6	Customer Needs Management ▪ 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	
7	Other Responsibilities ▪ Other duties as appropriate to grade.	5%

Person specification

	Essential	Desirable
Skills	▪ 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	
Knowledge and experience	▪ In-depth knowledge of the principles of financial management, theory and best practice ▪ 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	▪ Business case preparation and options assessment ▪ Knowledge of higher education sectors and university structures and procedures
Qualifications, certification and training (relevant to role)	▪ AAT qualified or substantial equivalent experience or studying to become CCAB qualified	▪ CCAB qualified



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



