

**JOB DESCRIPTION**

**Job Title:** Assistant Finance Manager – Schools

Assistant Finance Manager – Services

Assistant Finance Manager – Reporting & Commercial

**School:** Finance

**Grade:** D

**Campus:** Docklands

**Responsible to:** Senior Finance Manager for Schools / Services / Reporting & Commercial as appropriate

**Responsible for whom:** n/a

**Liaison with:** Budget holders, including Deans and Directors of services from time to time

**Never Not Moving Forward**

Build your career, follow your passion, be inspired by our environment of success.

#BeTheChange

The University of East London is one of the most diverse and vibrant universities in the global capital. Our pioneering and forward-thinking vision is making a positive and significant impact to the communities we serve, inspiring both our staff and students to reach their full potential.

Born in 1898 to serve the skills needs of the 2nd industrial revolution, the University of East London has commenced Year 3 of its transformational 10-year [Vision 2028 strategic plan](https://issuu.com/universityofeastlondon/docs/annual_review_2020?utm_source=Charlotte%2BWhite%2Btest%2Bmail%2Blist&utm_campaign=46c08a193b-EMAIL_CAMPAIGN_2018_09_19_02_52_COPY_04&utm_medium=email&utm_term=0_e8797a5163-46c08a193b-) led by our Vice-Chancellor & President, Professor Amanda Broderick, to advance Industry 4.0 careers-1st education. We have a clear route-map to provide a springboard for the jobs and opportunities of the future; drive diversity in the 4.0 talent pipeline - working in partnership to promote talent wherever it is found; and to create an inclusive and sustainable, green future.

We are looking for forward-thinking, innovative, curious, high-energy, self-aware people who are passionate about making a positive difference and who will thrive in an inclusive and diverse University community who are never not moving forwards.

As one of the most socially inclusive and international Universities and comprising one of the most diverse staff populations in the UK (50% of our professoriate identify from black or minority ethnic backgrounds), we are hugely proud of our track record in reducing inequalities (ranked 1st in the UK & 2nd globally, Times Higher Education Global Impact Rankings, 2020) and our commitment to equality, diversity and inclusion is at the heart of Vision 2028.

We are building an environment of success where colleagues are supported to achieve, and our community can flourish and thrive. We are an accredited Investors in People Award Institution and have achieved the Investors in People Health and Wellbeing Award. With Athena Swan Awards and being one of a small number of Universities to have achieved the Race Equality Charter Award, we continue on our journey to address and reduce barriers to opportunity.

So, if you are looking to build your career in a dynamic, inclusive and performance-focused team and are inspired by our environment and drive for success, we want you to apply to join the University of East London. We are looking for inspirational individuals who have a passion to make a positive difference to people and planet, creating a more sustainable future for everyone.

**THE DEPARTMENT:**

The Financial Management team is responsible for:

* Monthly income and expenditure reporting to both budget holders and the senior executive, and ultimately the Board and its committees
* Advice, support and training for budget holders on managing their financial performance
* Budgeting and forecasting the in-year income and expenditure and longer term forecasts for regulatory purposes
* Regulatory returns including the Annual Financial Return and TRAC returns, and liaison with regulatory and statutory bodies such as the OfS, ESFA and the NCTL where required
* Commercial support for budget holders and the senior executive including costings for new courses and partnerships, wider business cases for new initiatives, advice on financial terms within agreements and contracts, and financial due diligence on current and prospective partners
* Maintenance of processes and reporting structures and reports within finance systems relating to management reporting*.*

**JOB PURPOSE:**

This role is responsible for supportingthe delivery of the Financial Management team departmental responsibilities set out above:

* Ensuring that monthly income and expenditure, budgets and forecasts, and returns, are timely, accurate and robust
* Ensuring that advice is accurate and gives a clear view of issues, risks and required actions
* Ensuring that budget holders understand their budgets and financial performance and are taking action to address any issues and risks [AFM – Schools, AFM – Services]
* Ensuring that regulatory returns and financial analysis / reviews are accurate, timely and robust and clearly communicate the correct message [AFM – Reporting and Commercial]
* Ensuring that systems and processes are used efficiently and effectively
* Ensuring that objectives and priorities are agreed with the Senior Finance Manager*.*

**MAIN DUTIES AND RESPONSIBILITIES:**

**Income and Expenditure (I&E) Reporting**

* Complete management accounts tasks according to the month end process and timetable, liaising with budget holders and other teams as required
* Ensure that month end accounting is done in accordance with policy and procedures so that there are “no surprises” at year end
* Support the Senior Finance Manager to produce the month end management accounts schedules for Deans of Schools and Service Directors and other budget holders, analyse key variances, clearly and concisely highlighting issues, risks and actions [AFM – Schools, AFM Services]
* Meet with budget holders (Directors) of simpler services or for specific areas within Schools / Services (“allocated budget holders”) to discuss performance and agree actions to address issues and risks [AFM – Schools, AFM Services]
* Highlight any ongoing concerns to the Senior Finance Manager and discuss required actions [AFM – Schools, AFM Services]
* Take responsibility for reconciliations of ESFA and NCTL payments and other reconciliations as required, liaising with Schools / Services and the ESFA / NCTL where required to get necessary information [AFM – Reporting and Commercial]

**Advice, Support and Training**

* Check that allocated budget holders [AFM – Schools, AFM Services] understand their financial performance and are taking necessary actions
* Deliver to budget holders [AFM – Schools, AFM Services] and managers with cross UEL financial responsibilities [SFM Reporting and Commercial] and their teams support and training to manage their financial performance, liaising where necessary with Finance Systems
* Support the use of effective self-service tools and templates

**Budgeting and Forecasting**

* Understand the timetables, processes and assumptions for annual budgeting and in-year forecasts
* Discuss budgets with allocated budget holders, providing any analysis and ensuring clear understanding of operational requirements. Escalate any concerns to the Senior Finance Manager [AFM – Schools, AFM – Services].
* Use budgeting systems and tools effectively to ensure robust and accurate budgets and forecasts
* Produce any required analysis for the Senior Finance Manager
* Maintain budget holder accountability by agreeing and reviewing final budgets with allocated budget holders ensuring that any implications are understood [AFM – Schools, AFM – Services].

**Regulatory Returns [AFM Reporting and Commercial]**

* Understand submission deadlines and requirements for regulatory returns including the OfS Annual Financial Return, TRAC(R) & TRAC(T) and NCTL audit, with the Senior Finance Manager, and produce specific return schedules to ensure that these are met, including post submission queries
* Produce specific schedules for regulatory returns owned outside of Finance but requiring financial input including HE-BCI, EMR, the A&PP and A&PP Monitoring Return
* Participate in sector forums to keep in touch with developments and best practice, e.g. BUFDG discussion boards and regional TRAC support groups

**Commercial Support**

For minor proposals within a single School / Service – AFM Schools / AFM – Services, for major business cases and also proposals spanning multiple Schools and Services and all partnership and apprenticeship proposals - AFM Reporting and Commercial

* Understand processes, templates and methodologies for evaluating new business proposals. [SFM Reporting and Commercial] update processes and templates as required.
* Agree timetables for delivery of financial inputs to new proposals and ad hoc analysis with stakeholders for proposals delegated by the Senior Finance Manager, discussing any concerns with them
* Seek advice from the Senior Finance Manager for non-standard proposals and analysis and apply any such advice
* Liaise with teams including Academic & Employer Partnerships managers, the Apprenticeships team, Student Marketing and Legal as required [AFM Reporting and Commercial]
* Support the monitoring of existing arrangements post-implementation [AFM Reporting and Commercial]

**Processes and Systems**

* Assist in managing changes to structures in Agresso to ensure robust reporting that facilitates financial accountability, value added analysis and efficient, compliant statutory and regulatory reporting, liaising with Finance Systems as appropriate
* Support the effective working of the Agresso FIC reporting tool, Excelerator self-service and management reports by providing budget holders with training and support
* Monitor all processes and systems used by the Financial Management team for effectiveness and efficiency and propose remedies for any deficiencies or suggest any improvements

**Other**

* Keep aware of HE sector developments including through BUFDG and sector media
* Contribute fully to the wider Financial Management team
* Act as an ambassador for the wider Finance function, ensure that other finance department heads are aware of and are resolving any issues that come to light
* Other duties as required

**PERSON SPECIFICATION**

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS:**

**Essential criteria;**

* Part qualified CCAB or CIMA, or AAT qualified seeking to become CCAB / CIMA qualified (A/C)

**KNOWLEDGE AND EXPERIENCE:**

**Essential criteria;**

* Experience of management accounting, financial budgeting and forecasting (A)

**PLANNING AND ORGANISING:**

**Essential criteria;**

* Ability to handle deadlines and work under pressure (A)

**TEAMWORK AND MOTIVATION:**

**Essential criteria;**

* Experience of working flexibly as part of a team (A)

**COMMUNICATION:**

**Essential criteria;**

* Ability to communicate messages in a clear and concise way to a varied audience (A)

**LIAISON AND NETWORKING:**

**Essential criteria;**

* Experience working with budget holders outside of finance (A)
* Ability to negotiate with and influence peers (I)

**SERVICE DELIVERY:**

**Essential criteria;**

* Ability to see things from the customer’s perspective and deliver solutions accordingly (I)

**INITIATIVE AND PROBLEM SOLVING:**

**Essential criteria;**

* Experience in analysing problems using data (A)
* Attention to detail (I)

**SKILLS AND ABILITIES:**

**Essential criteria;**

* Ability to offer practical commercial suggestions / advice (I)

**OTHER ESSENTIAL CRITERIA:**

* Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment (A)

**Criteria tested by** **Key:**

A = Application form

C = Certification

I = Interview

T = Test