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| **Job Title** | Associate Director – Business Partnering and Management Accounting |
| **School / Service** | Finance |
| **Grade and Salary Range** | £79,168 per annum, inclusive of London Weighting |
| **Location and Hybrid working status** | Docklands |
| **Reporting to** | Director of Finance |
| **Responsible for** | Business Partnering and Management Accounting team |
| **Liaison with** | Finance teams, members of the University Management Team, external stakeholders such as auditors, financial institutions, advisors, and other business partners |
| **Contract type** | Permanent, full time |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**JOB PURPOSE**

This role is one of the senior leadership posts in Finance and leads the Business Partner and Management Accounting team, providing leadership across finance, and supporting and in wider strategic initiatives.

The Business Partnering and Management Accounting team provides strategically focused support to leadership teams and forges strong relationships with stakeholders to enable expert advice, critical challenge, and timely decision support to enable the best financial performance.

* To lead and manage the work and development of the Business Partnering and Management Accounting team.
* To provide support to the Director of Finance in transforming the Finance Section, business processes review and staff development to enable a more efficient and customer focused Finance function.
* To contribute to the delivery of strategic and operational plans which support the delivery of year-on-year improvements in operational efficiency, focus based outcomes and financial performance against constrained budgets.
* To understand the strategic drivers influencing the UEL budget and financial forecasts and interpret their effect upon UEL’s finances.

**KEY DUTIES AND RESPONSIBILITIES**

The role of the Finance Section is to provide a comprehensive range of financial services to the University to cover all aspects of financial management and proactive financial support to Schools, Services, staff and students thereby ensuring value for money in the widest sense is achieved.

* Direct line management of the Business Partnering and Management Accounting team and responsible for co-ordinating the work.
* Working with other Business Partner teams across the University of East London, including HR and IT.
* Contribute to the development of strategic financial strategies and short-, medium- and long-term business plans across all areas of the University, challenging assumptions and decision-making as appropriate and providing financial analysis and guidance on all activities, plans, targets, and business drivers.
* To provide support to Director of Finance in:
  + Undertaking scenario planning, including financial and student number modelling to test the efficiency and effectiveness of the University strategies and plans.
  + the development of annual budgets and future financial forecasts, ensuring financial compliance and assurance.
  + Management of the agreed budget each year, liaising with budget managers and taking pro-active action as necessary on any necessary remedial actions to ensure budgets are balanced.
* To understand and report on UEL’s financial performance.
* Lead and develop the Business Partnering and Management Accounting team.
* Ensure the Business Partnering and Management Accounting team is working as trusted partners to UEL colleagues in the management of their finances and decision making.
* Organise workloads to meet deadlines and competing priorities.
* Work closely with colleagues on student number planning and interpretation of enrolments and attrition for effects upon university finances.
* Analyse operational performance and report to Governors, UEB, Deans of Schools and Directors of Services.
* Provision of timely and quality financial information and appraisals in support of improved decision making in all areas of university activity, both internally and with external partners.
* Work with Head of Finance Systems on reporting functionality so that senior managers have more real-time access to, and ownership, of budgets.
* Work with the Financial Accounts team and manage the Business Partnering and Management Accounting team input to, and assist with, the production of the year-end accounts.
* To work with external auditors on the examination of the annual accounts and be a liaison point with internal auditors.
* To undertake such other duties as may be reasonably expected by the Director of Finance and to be willing to provide cover for the Director of Finance when the occasion arises.

**PERSON SPECIFICATION**

**KNOWLEDGE AND EXPERIENCES**

**Essential**

* Financially astute, articulate, technically strong, insightful, and influential with the ability to operate at both strategic and operational levels
* Significant experience of budget management
* Demonstrable experience of introducing and adapting business processes, systems, and structures in order to improve organisational performance
* Experience of providing guidance / information to assist with decision making, anticipating, and highlighting various influences and options that may need to be considered
* Experience of planning, prioritising and organising the work of self and others, delivering to stated deadlines and ensuring the most effective use of resources

**Desirable**

* Experience of providing technical and professional financial support in a Higher Education institution
* Experience of developing business plans and providing financial support for large capital projects and/or new business ventures
* Experience of producing high standard written reports at board or governance committee level

**SKILLS AND ABILITIES**

**Essential**

* Computer literate with evidence of involvement in use of finance software
* A history of leading business process development to enhance financial efficiency and effectiveness across an organisation
* Ability to communicate confidently and clearly with a wide range of people at all levels internally and externally both orally and in writing. This includes writing reports, giving presentations and interpreting financial and business data for audiences without a finance background
* Must be able to work unsupervised prioritising own workload and that of others in order to address important issues and meet deadlines
* Excellent analytical skills with a logical and structured approach to completion of tasks and a proactive approach to problem solving
* Conflict resolution skills and ability to handle high levels of pressure and critical decision making

**Desirable**

* Prior experience of Agresso accounting software

**COMPETENCIES REQUIRED**

* Ability to be proactive in building relationships across the university and beyond to promote knowledge sharing and professional development
* Strong customer focus particularly in relation to developing and maintaining suitable financial services for students, budget managers and other stakeholders
* A willingness and determination to lead, develop and motivate the teams within Finance
* Commitment to, and understanding of, equality and diversity issues within a diverse and multicultural environment

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

* Educated to degree level or equivalent
* CCAB professional accounting qualification

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity, and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!