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| **Job Title** | Assistant Finance Manager |
| **School / Service** | Financial Services |
| **Grade and Salary Range** | Starting from £33,661 per annum inclusive of London Weighting |
| **Location and Hybrid working status** | Docklands campus |
| **Reporting to** | Senior Finance Manager for Schools/Services/Reporting & Commercial as appropriate |
| **Liaison with** | Budget holders, including Deans and Directors of services from time-to-time |
| **Contract type** | Full time (Two Year Fixed Term Contract) |

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**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.

**THE DEPARTMENT**

The Financial Management team is responsible for:

* Reporting the monthly income and expenditure to budget holders, the senior executive, 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 implementing strategies for longer-term forecasts that align with regulatory purposes
* Regulatory returns including the Annual Financial Return and TRAC returns, 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, partnerships, wider business cases for new initiatives, advice on financial terms within agreements and contracts, 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:

* Confirming 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
* Collaborating with budget holders in understand the scope of their budgets and provide support with financial performance and taking action to address any issues and risks [AFM – Schools, AFM – Services]
* Supporting with the reporting of regulatory returns and financial analysis / reviews are accurate, timely and robust and clearly communicate the correct message [AFM – Reporting and Commercial]
* Support with systems and ensuring that processes are used efficiently and effectively.
* Ensuring that objectives and priorities are agreed with the Senior Finance Manager

**KEY 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]
* Meeting with budget holders (Directors) of 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]
* Responsible for the reconciliations of ESFA and NCTL payments and other reconciliations, liaising with Schools / Services and the ESFA / NCTL and where essential to get necessary information for [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 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, 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**

* Have an up to date understanding of the HE sector and its 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
* Ad hoc duties related to the role.

**PERSON SPECIFICATION**

**KNOWLEDGE, SKILLS, AND EXPERIENCE**

**Essential**

* Experience of management accounting, financial budgeting, and forecasting

**COMPETENCIES REQUIRED**

* Ability to handle deadlines and work under pressure
* Experience of working flexibly as part of a team
* Ability to communicate messages in a clear and concise way to a varied audience
* Experience working with budget holders outside of finance
* Ability to negotiate with and influence peers
* Ability to see things from the customer’s perspective and deliver solutions accordingly
* Experience in analysing problems using data
* Attention to detail
* Ability to offer practical commercial suggestions/advice
* Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

* Part qualified CCAB or CIMA, or AAT qualified seeking to become CCAB/CIMA qualified

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.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

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!