Job Description: Professional Services



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| PSU:  | Finance  |
| Job Title:  | Strategic Finance Business Partner- Grade 10  |
| Department/Subject:  | Finance Management & Reporting  |
| Salary:  | £56,021 – £64,914  |
| Hours of work:  | 35 hrs per week  |
| Contract:  | Permanent  |
| Location:  | Singleton / Bay Campuses  |

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| Introduction  | As a principled, purposeful, and resilient organisation which is characterised by distinct values, culture and behaviours, Swansea University needs a high performing professional services workforce to deliver excellence  |
| Background information    | * As a member of the Financial Management team within the Finance function, the post holder will be one of two Strategic Finance Business Partners who are responsible for leading the financial management support of the Faculties and Professional Service Functions, ensuring outcomes are aligned to the University’s strategic vision and ambition.
* Highly visible and role modelling exceptional leadership, you will lead a professional and influential Management Accounting function, developing capability and insight to support organisational need. You will understand the local and organisational business environment, identifying risks and opportunities, providing insights and innovative solutions and aligning strategic financial decisions accordingly.
* This critical post will play a key role in working with the Professional Services Directors and their management teams in developing and delivering business plans and to ensure successful planning, forecasting, reporting and decision making.
* Acting with a strong sense of purpose, they will utilise their professional expertise to confidently advise and influence colleagues to ensure the provision of consistent and accurate financial information. They will continually evaluate their own impact in order to improve as a professional and drive high levels of performance.
* The Strategic Finance Business Partner will have responsibility for a team of staff. This comprises of Financial Business Partners and management accountants (who are line managed by the Finance Business Partners).
* The post holder will work collaboratively with key stakeholders throughout the University and with the Financial Management team to ensure high quality financial management information and insight is provided to enable University leaders to plan, deliver and monitor their activities.
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| Main Purpose of Post   | 1. Responsible for the preparation and delivery of high quality financial management information for the Professional Services. Working in partnership with University senior leaders, senior finance colleagues and relevant managers, be responsible for providing insight into the financial implications of the current and planned activities within the Professional Services, identifying risks and opportunities and supporting strategic decision making. |

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|  | 1. Responsible for identifying the financial management needs for Professional Services. To be accountable for the agreement and development of business plans covering a long-term planning horizon, and for setting standards as the lead finance person which will ensure financial outcomes are delivered on time, to the required level, and will enable the University to deliver its business plan and strategic financial objectives.
2. To be accountable for the strategic financial outcomes of the Professional Services, dealing with senior managers who are not finance experts, and working closely with other finance colleagues to solve University-wide problems.
3. Develop and maintain influential relationships with senior stakeholders across the University to build insight into the existing and future plans of professional services, and how they contribute to wider strategic University projects and initiatives, identity the risks and opportunities and understand the financial impact.
4. Responsible for working collaboratively with colleagues across Finance and the University utilising leadership skills to develop shared insights, integrated and innovative solutions to financial challenges and activities as part of the organisational plan and strategy.
5. Role model a continuous improvement approach focussing on added value activities, making best use of technology to provide meaningful financial and non-financial management information which helps colleagues to deliver their plans.
6. With Finance colleagues, seek to provide innovative and efficient approaches which result in high performance throughout the department that supports the delivery of the University’s strategic vision.
7. Be outward looking and future focussed, horizon scanning and using professional networks to benchmark and research trends and innovative approaches and identify best practice. Proactively seek opportunities that will help to improve the University’s financial sustainability
8. Deliver successful outcomes through people, supporting, developing, and challenging teams to succeed. Accountable for creating a culture that motivates others to be innovative and outcome focussed and to perform effectively to maximise the success of the department and the University.
9. Participate in finance related training and knowledge building to increase the skills and capability of managers and other stakeholders as appropriate.
10. To deputise for the Associate Director of Financial Management and Reporting as and when required.
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| General Duties  | 1. To fully engage with the University’s Performance Enabling and Welsh language policies.
2. To promote equality and diversity in working practices and to maintain positive working relationships.
3. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture.
4. Any other duties as directed by the Associate Director Financial Management and Reporting, or their nominated representative expected within the grade definition.
5. To ensure that risk management is an integral part of your day-to-day activities to ensure working practices are compliant with the University's Risk Management Policy.
6. Seek, act on, and provide feedback to enable improvement, taking responsibility of own continued professional development.
7. As a high performing Department, Finance is constantly improving, and all Finance professionals are expected to engage in alternative roles in other areas of Finance
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|  | or the wider University, for personal and professional growth or where it may be operationally required.   |
| Professional Services Values  | All Professional Services areas at Swansea University operate to a defined set of Core Values - [Professional Services Values](http://www.swansea.ac.uk/the-university/world-class/values/professional-services-values/) and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.  We are Professional We take pride in applying our knowledge, skills, creativity, integrity, and judgement to deliver innovative, effective, efficient services and solutions of excellent quality.  We Work Together We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation, and challenge to deliver services that strive to exceed the needs and expectations of customers.  We Care We take responsibility for listening, understanding, and responding flexibly to our students, colleagues, external partners, and the public so that every contact they have with us is a personalised and positive experience.  Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.  |
| Person Specification   | Essential Criteria:  Leadership Values: * Demonstrable evidence of creating a culture that delivers successful outcomes through people, developing and challenging teams to succeed and take pride in delivering professional services and solutions.
* Ability to enable teams to work together and across functions to deliver successful outcomes that exceed the needs and expectations of customers, and in creating environments that demonstrate equality, foster trust, respect, and challenge.
* Demonstrable experience of creating environments that identify, understand, and give priority to delivering the needs of the customer, and in motivating and inspiring teams to provide the highest standards of personalised care.

 Code of Ethics: The principles are based on the International Code of Ethics for Professional Accountants and sets out the behaviours expected of a professional accountant. * Integrity – to be straight forward and honest.
* Objectivity – not to compromise judgements because of bias, conflict of interest or undue influence.
* Professional Competence & Due Care – to attain and maintain professional knowledge and skill, and to act diligently.
* Confidentiality – to respect the confidentiality of information acquired.
* Professional Behaviour – to comply with relevant laws and regulations.

  Qualification: * Professional accounting qualification through one of the accounting bodies within the Consultative Committee of Accountancy Bodies (CCAB) e.g. ACCA, ICAEW, CIMA.
* Minimum of five years post qualification experience.
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|  |  Experience: * Evidence of working in a professional capacity at a senior level within a complex organisation
* Evidence of successful Finance leadership, developing and delivering strategic financial insights and solutions and influencing key stakeholders in the delivery of their business plans.
* Evidence of leading, motivating and implementing significant change through people enabling them to perform effectively. Be excellent at planning, organising, and prioritising, adopting a proactive approach to delivery of outcomes.
* Evidence of utilising influencing skills to ensure the successful implementation of solutions designed to facilitate the University’s strategic financial goals.
* Proven track record of role modelling leadership behaviours at a senior level, showing courage and confidence to speak up skilfully and challenge others, utilising professional expertise.
* Proven experience of continual professional development, taking personal responsibility for seeking and acting on feedback to learn and develop as a professional.
* Evidence of applying continuous improvement principles and using meaningful people KPIs to review performance.
* Evidence of using coaching style of leadership to build capability and drive performance.
* Evidence of designing, delivering, and evaluating training and facilitation interventions that are impactful and deliver high-quality outcomes to increase the skills and capability of line managers and other stakeholders.
* Evidence of successfully leading a team, creating a culture that motivates others to be innovative, outcome focussed and perform effectively to maximise the growth of the organisation.
* Evidence of working with Finance community to develop shared insights, priorities, and activities as part of an organisational plan and strategy.
* Evidence of engaging in horizon scanning and professional networks, benchmarking and identifying research trends and innovative approaches to enable improvement.
* Proven experience of delivery of an implementation plan to agreed level and timescales

Knowledge and Skills: * Evidence of providing a professional, efficient, customer focused Finance service demonstrating where outcomes have been delivered on time, to the agreed level.
* Evidence of utilising insights and objective data to monitor performance and assist in identifying risks and opportunities.
* Evidence of knowledge and compliance with relevant legislation, Finance Policies and Procedures.
* Evidence of extracting and evaluating data to provide quality information to aid decision making.
* Evidence of actively seeking and acting upon feedback to improve as a professional, taking responsibility for own CPD.
* Evidence of an outward looking and future focussed approach, horizon scanning and using professional networks to identify trends and innovative approaches to enable improvement.

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|  | Desirable Criteria: * Knowledge and understanding of the Higher Education sector.
* Experience of working with Agresso Business World/U4ERP.
* Ability to communicate through the medium of Welsh.

Welsh Language: Level 1 – ‘a little’ (you do not need to be able to speak any Welsh to apply for this role) e.g. pronounce Welsh words, place names, department names. Able to answer the phone in Welsh (good morning / afternoon). Able to use of learn very basic every-day words and phrases (thank you, please, excuse me). Level 1 can be reached by completing a one-hour training course. For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available here.   |
| Additional Information  | Informal enquiries: For further information please contact Catherine Hunt catherine.hunt@swansea.ac.uk Associate Director of Finance (Financial Management and Reporting) The University is committed to supporting and promoting equality and diversity in all its practices and activities. We aim to establish an inclusive environment and welcome diverse applications from the following protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic and national origin), religion or belief, sex, sexual orientation.   |

  