

FINANCE BUSINESS PARTNER



At Regent's University London, we have a bold mission of reimagining education, and we're looking for talented and passionate people to help us do that. We're ambitious, collaborative and curious in how we approach our work, each other, and the education we give our students. Nestled in the heart of royal Regent's Park, Regent's offers a premium experience for staff and students. We champion an environment that cultivates possibility for everyone in our community.

Job description

Position details

Job title:

Finance Business
Partner

Grade:

I

Department:

Finance

Line Manager Job Title:

Head of Financial
Planning & Analysis
(FP&A)

Job purpose

To act as the primary interface between Finance and Budget Holders across the University, with a particular focus on the Academic areas and a dotted line into three Academic Heads of School.

To be significantly involved in the budget planning cycle including preparation of, and constructively challenging, budgets and their underlying assumptions, bridging the gap between the central finance function and Academic leadership. To provide insight and analysis to support decision-making and value creation through revenue generation or cost reduction.

To manage both income and costs for month end reporting and the preparation of financial information to non-finance senior whilst business partnering the cost owners across the organisation.

The Regent's Way is a set of principles that guide our work and celebrate our unique offering – our strengths, our challenges and our commitment to continuous improvement.



Main responsibilities

1	Business partner with academic departments and cost centre owners, acting as a strategic advisor by helping them manage their finances effectively and align their budgeting and financial planning with Company goals.
2	Prepare the Budgets and Forecasts for the Board and Shareholders as part of the annual financial planning cycle. Work closely with senior stakeholders and Head of FP&A to deliver to deadline. Lead on budget setting and regular forecasting processes with Academic colleagues.
3	AFR lead: lead on the preparation of the OfS Accounting and Financial Return (AFR). Oversee the translation of the 5 year BP into the format required by the OfS with the supporting Commentary document. Liaise with the CFO and Governance Office to ensure completion to deadline. Lead on the response to questions raised by the OfS in response to the submission.
4	Month end results: Ensure accurate reporting each month by reviewing the ledger position and engaging with the wider finance team and Budget Holders. Support the HoS in maximising the financial performance and understanding of revenue generation of current and new courses.
5	Management Reporting and analysis: Provide relevant and insightful commentary to explain variances to budget and forecast. Ensure action plans are put in place to improve performance where there are adverse deviations from budget or forecast.
6	Financial Analysis: Interpret complex financial data to identify trends, risks, and opportunities – work with Heads of School to present these termly to senior stakeholders (via Academic Business Review) and thereby influencing strategy with financial insight.
7	New Product Development: key link with the Schools, supporting the Head of FP&A with special projects and ad hoc requests that require financial and operational analysis. This will include modelling new course development, new partnership opportunities and new verticals.
8	Work closely with the Head of FP&A to continuously improve the financial analysis structure, to drive and lead growth projects and improve processes.
9	Meet regularly and develop strong relationships with Budget Holders, to gain thorough understanding of cost drivers in month and forecasts and to become a trusted partner. Provide Budget Holders with financial information and support to help them develop their departmental and faculty strategies and budgets in support of the overall University Strategy and budgets.
10	Assist with the development of our financial systems, reporting and analysis tools, generating insights and recommendations for action. Support continuous improvement in efficiencies and processes, simplification, standardisation and systemisation.

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| 11 | Support with the development of Curriculum Management and Workforce Planning software to ensure the accuracy, completeness and timeliness of course level financial reporting. Work with HoS to continuously refine the course level P&L analysis to ensure course level financial metrics are accurate and well-understood. |
| 12 | Participate in monthly business reviews with budget holders within the University to review and improve financial management. |
| 13 | Business case development and evaluation – provide support to budget holder in evaluating and developing business cases acting as a commercial, critical friend. |
| 14 | KPIs – work with the Head of FP&A to produce and report key metrics/KPIs as part of the monthly/annual reporting. |
| 15 | Build and maintain effective and productive working relationships with colleagues, clients and third parties and support the University's values. |
| 16 | Actively seek to implement the University's health and safety policy, and give due regard to the health and safety of themselves and others when carrying out duties. |
| 17 | Actively seek to implement the University's equal opportunities policy and promote equality of opportunity in relation to the duties of the post. |
| 18 | To undertake any other duties that may reasonably be requested appropriate to the grade and responsibilities of the post. |

Person specification

1. Position details

Job title: Finance Business Partner
Grade: I
Department: Finance
Line manager job title: Head of Financial Planning & Analysis (FP&A)

2. Person requirements

Job requirements	Assessment criteria	
	(e)ssential	(d)esirable
Qualifications & training		
Qualified accountant	E	
Relevant University degree or equivalent (2.1 or above)	E	
Advanced Excel modelling (i3BAR or equivalent)	E	
Experience		
Management accounting experience of budgeting, planning and financial modelling	E	
Experience of budgeting and forecasting software (Adaptive Insights or equivalent SaaS solution)	E	
Experience of managing the relationship with a Group FPA function ensuring all deadlines are met	E	
Knowledge, skills & competencies		
Knowledge of financial systems (ERP), accounting standards (IFRS)	E	
Competency with Microsoft Office products with a strong proficiency in Microsoft Excel	E	
Experience in financial modelling and budget planning cycles	E	
Ability to manipulate large data sets to identify trends and present findings	E	
General attributes & personal qualities		
A passion for efficiency and process with a strong focus on results and teamwork	E	
A willingness to learn and understand new systems and simplify complexity	E	
Good interpersonal skills, pro-active in obtaining information and explanations from stakeholders	E	
A "can do" attitude	E	
Strong customer focus	E	
An accountability mindset	E	