

SECTION A: THE ROLE	
Job Title:	Finance Manager
Institute/Service:	Finance and Resources
Job Grade:	Grade 07
Job Family:	Services
Job Location:	Lancaster or Carlisle
Responsible To:	Head of Financial Performance and Planning
Role Purpose:	
<p>The Finance Manager is part of the Financial Management Team responsible for the production of the monthly management accounts, annual budgeting and ongoing monitoring and analysis of income and expenditure.</p> <p>As part of this, they will be a key point of contact for some of the professional service budget managers throughout the University, working with them to ensure that the University's financial performance is accurately and professionally reported and managed and key financial risks and opportunities are identified and addressed. As the team continues to develop, this role is likely to involve an element of line management.</p>	

SECTION B: PRINCIPAL DUTIES/KEY OBJECTIVES	
1.	Oversee the preparation of monthly management accounts for a range of departments, including analysis of variances to budget and assisting areas to meet budgets and targets.
2.	Act as the primary point of contact for several budget areas and assist other Finance Managers and the Head of Financial Performance and Planning with other portfolio or project areas.
3.	Prepare budgets and forecasts, considering appropriate resource requirements and contractual commitments.
4.	Assist in the annual statutory accounts and 5-year forecasts processes.
5.	Support non-financial staff in their financial management and help drive financial performance.
6.	Other projects as specified from time to time relating to the areas of the University directly supported or related to wider University operations.

Additional Information:

You will on occasions and in line with operational needs:

- Be required to work different hours including at weekends/evenings;
- Be required to travel to other campuses and sites as necessary.

In addition to the duties listed here, you will be required to perform other duties which are assigned from time to time. However, such other duties will be reasonable in relation to the grade.

It is the University's intention that this role description is seen as a guide to the major areas and duties for which the post holder is accountable. However, the business will change and the post holder's obligations will vary and develop. The description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

Our Values:

At the University of Cumbria, our values shape the way we work, our culture and environment.

We are PERSONAL

Individuals are at the heart of what we do, and our culture of belonging recognises and supports every person. As an institution, we have mutual respect for those we work with and for and we care about understanding each other's challenges and helping one another to thrive.

We are PROGRESSIVE

As a university we have a determination to deliver our mission, which keeps us open to opportunities in front of us. We encourage thoughtful and inspirational ideas, and we tackle problems proactively, with optimism, creativity and courage.

We are ENGAGED

As stewards of knowledge and place, it is our privilege to champion the region and advocate for the value of education. The University of Cumbria is welcoming to different perspectives, expertise and experiences and we are committed to building and nurturing strong links with our communities.

Providing an Inclusive Environment:

The University of Cumbria is committed to providing an inclusive environment, where staff, students and visitors are encouraged to be their true self, in order to enhance the individual and collective experience. As a university community, we share the social responsibility of enabling this inclusive environment by valuing, respecting and celebrating differences, to ensure that we generate a sense of understanding and belonging.

The university recognises that our differences are our strength, seeking and valuing different perspectives and ideas, in an environment that is without prejudice and bias.

We are committed to embracing our responsibility as a facilitator of change and continue to develop our equality agenda in line with and, where appropriate, beyond the Equality Act 2010. We do not tolerate discrimination, bullying or harassment in any form on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Health & Safety Statement

All employees at the University of Cumbria are required to ensure that all duties and responsibilities are discharged in accordance with the University's Health and Safety at Work policy. They should take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do. Employees should correctly use work items provided by the University, including personal protective equipment in accordance with training or instructions.

Criteria for Grade 7 Role Title: Manager/Leader	Essential/ Desirable	To be identified by:
<p>Qualifications Educated to RQF Level 6 (degree level or equivalent) or equivalent experience.</p> <p>Professional qualification AAT or equivalent</p> <p>CCAB or CIMA qualification or working towards</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Application Form</p> <p>Application Form</p> <p>Application Form</p>
<p>Experience Previous experience in supporting budget-holders in their budgetary management through the provision of financial information, analysis and insight.</p> <p>Experience of using Finance systems, including Excel, to produce timely and robust analysis of data to support decision making.</p> <p>Previous experience in an administrative role dealing with administrative and information management systems and understanding of the relevant terminology</p> <p>Experience of working in higher education and awareness of wider University, HE issues and external changes such as innovations, changes in legislation/regulation which impact on the job.</p> <p>Experience of line management and oversight of and delegation to colleagues</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>	<p>Supporting statement/ Interview</p> <p>Supporting statement/ Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

<p>Knowledge, skills and abilities Detailed knowledge of financial budgeting, management and accounting standards.</p> <p>Ability to innovate and review processes, improving efficiency, economy and effectiveness</p> <p>Ability to lead, manage and develop colleagues and team members motivating, developing and encouraging the commitment to learn/secure high performance in others.</p> <p>Organisation and time management skills to plan and organise activities and events of some complexity including relevant budgeting and planning processes.</p> <p>Ability to input into the development of Service policy, to propose and implement improvements to systems and working methods and develop internal and external networks.</p> <p>Skills to research collate and edit material for inclusion in reports/other documents.</p> <p>Ability to analyse and solve problems with an appreciation of possible longer-term implications.</p> <p>Ability to explain/present detailed information to non-experts, and to negotiate, and represent work issues on behalf of the Service/Department.</p> <p>Knowledge of relevant IT packages – especially Excel and financial ledgers. Knowledge of other information systems and procedures, ability to adapt/transfer skills to use new technology, development and maintenance of websites.</p> <p>Professional approach to work and work colleagues and an ability to work independently and show initiative.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Supporting statement/ Interview</p> <p>Supporting statement/ Interview</p> <p>Interview</p> <p>Supporting statement/ Interview</p> <p>Interview</p> <p>Interview</p> <p>Supporting statement/ Interview</p> <p>Interview</p> <p>Interview</p>
<p>Other Commitment to the strategic plan and values of the University especially in relation to equality of opportunity at work, a healthy and safe working environment and the expected behaviours of an effective Leader.</p>	<p>Essential</p>	<p>Interview</p>