



**OPPORTUNITY**

Where change  
gets real.



**Reference: 0565-24**

**Grade: 9**

**Salary: £47,389 to £56,535, per annum, depending on experience**

**Contract Type: Permanent**

**Basis: Full Time**

## Job description

### Job Purpose:

Responsible for the provision of all aspects of financial services to the College, Departments and Services, supporting the Executive Dean(s), Central Executive(s) and Heads of Department(s) as a trusted financial partner in achieving their strategic objectives. The role embraces short- and longer-term financial planning, monitoring of performance against budget, providing proactive financial advice, data analysis and the provision of appropriate timely management information.

### Main duties and responsibilities

- ▶ The post-holder will have day-to-day and strategic responsibility for the provision of all financial and other relevant management information to the Executive Dean, Executive Leads, Departmental Heads and other senior staff within the College and University and to act as the primary point of contact for the Finance and Business Services Department.
- ▶ To be an active participant of the College / School / Departmental Management Teams and Research Institute Governance boards, providing advice and support in enabling school objectives to be met.
- ▶ The post-holder will be responsible for the preparation of monthly management accounts and produce summary overview and commentary for agreement with the Executive and Heads of Departments.
- ▶ To support the Executive to produce meaningful budgets and ensure that budgets are managed effectively, recommending actions to mitigate risks and crystalize opportunities.
- ▶ To produce agreed forecasts, budgets and five-year plans according to strict deadlines and proactively identify issues arising from these and resolve as required with the appropriate budget managers and wider university management.
- ▶ To monitor income and expenditure against budget for the College / Department / Service Areas and provide ad-hoc reports, business plans and investment appraisals.
- ▶ Liaising with Director of Student Planning and Head of Business Finance to monitor actual student numbers and related income, and provide guidance to the Executive Dean and other senior staff to adjust planned expenditure to reflect changing circumstances.
- ▶ To understand the complexities and risks around externally funded research activities, and how these impact on the Colleges business planning. Liaising with the Research Finance Manager in the delivery of post award research finance to produce meaningful information and recommending actions to ensure objectives are achieved.
- ▶ To ensure that the Finance function meets the demands of its internal customers, auditors, and grant funders on non-research projects.
- ▶ To ensure that Finance policy changes are communicated effectively to the stakeholders to ensure that the policy changes are implemented.
- ▶ Where project accounting is required to ensure that nominal ledger codes are considered and managed appropriately to ensure that financial reporting meets the requirements of the contract and financial reporting requirements.
- ▶ To monitor and use all eligible donations / endowments.

- ▶ To manage external relationships with funders to ensure that the University claims all income due and that it maximises income in relation to the contract conditions.
- ▶ To work with the Systems Team to develop management reports which are relevant and appropriate to recipients and to enable the reports to be understood by them and to encourage the recipients to use the reports to manage their budgets effectively. To supplement this, to prepare and deliver finance seminars for non-finance staff.
- ▶ To contribute to the wider team of Accountants, contributing to the development of high-quality services, leading on cross University initiatives, sharing and promoting best practice.
- ▶ To undertake other senior duties as required by the Head of Business Finance and Director of Finance e.g. value added project activities, development of reports and systems.

### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

## Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	<p>To be a member of a recognised professional accountancy body with substantial PQE in a management accounting capacity.</p> <p>Hold a relevant degree.</p>	Application form
<b>Experience</b>	<p>Demonstrable experience in a senior finance partnering position, servicing multiple clients, providing accounting, and reporting solutions.</p> <p>Demonstrable management accountancy, business planning and project costing and management experience.</p> <p>Experience of applying technical and practical experience as an accountant to enable customers and team members to develop awareness of the financial issues and from these operational issues that are faced.</p> <p>Experience of working in an organisation with complex structures and competing demands.</p>	Application form and interview
<b>Aptitude and skills</b>	<p>Microsoft Office Suite e.g. Excel, Word, Outlook.</p> <p>Significant level of Financial System experience e.g. AGRESSO, Coda, Sun etc.</p>	Application form and interview
<b>Personal Attributes</b>	<p>Excellent management and organisational skills, ability to deal with competing demands from a range of customers.</p> <p>An excellent communicator, able to establish rapport, confident and diplomatic communicator.</p> <p>Must be able to challenge positively, without causing conflict.</p> <p>Can be trusted with sensitive information.</p>	

	Desirable	Method of assessment
<b>Education and qualifications</b>	Have implemented or led on changes in working initiatives, improved reporting, and services.	Application form
<b>Experience</b>	Knowledge of project costing, with the ability to influence and take alternative action if required.	Application form and interview
<b>Personal attributes</b>	Ability to adapt and present information in various ways according to the audience.	

## University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours



### Innovation

We strive for excellence within ourselves and others, providing solutions to new and existing challenges.



### Collaboration

We work best when we are collaborative, working together to contribute to the Aston community.



### Ambition

We strive together for improvement and innovation looking ahead to see the bigger picture.



### Inclusion

We treat everyone in our community equally and how they would like to be treated.



### Integrity

We are open, honest and fair. We take ownership of the way we work and how we treat each other.

## How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59pm on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form, then please contact the Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk).

## Contact information

### Enquiries about the vacancy:

Name: Tejinder Malhi

Job Title: Head of Business Finance

Email: [t.malhi1@aston.ac.uk](mailto:t.malhi1@aston.ac.uk)

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk) or 0121 204 4500.

## Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy.

**Salary scales:** <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** [Benefits and Rewards | Aston University](#)

**Working in Birmingham:** <https://www2.aston.ac.uk/birmingham>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

**Eligibility to work in the UK:** You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our candidate immigration page.

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

### **Academic Technology Approval Scheme (ATAS):**

If you will conduct research in your role and you apply for a Skilled Worker or Temporary



Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

## **Before you start and Right to Work**

### 90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

### Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

## **Equal Opportunities**

Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its



Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment.  
Individuals will not be identified by name.

**Data Protection**

Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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