

Finance Business Partner (Project Accountant)



The Role

Job title: Finance Business Partner

Department: Finance

Responsible to: Head of Finance & Reporting (HOF)

Location: Royal Agricultural University, Cirencester

Salary: £33,199 – 39,610 per annum (depending on experience)

Term: Permanent: Full time

Relationships with: All staff of the University, Executive Team, Senior Management Team, Legal Advisors and External/Internal Auditors

Role overview

This role will provide an effective finance business partner function to give support and guidance to business partner colleagues across the RAU.

The role holder will be responsible for the financial processes and project accounting.

Specific responsibilities include:

- To support and provide information and advice to Head of departments and fellow business partners, working with them proactively to help improve financial performance, effectiveness and control.
- To prepare the monthly management accounts relating to particular projects and preparing the cost allocations, liaising closely with the Finance Business Partner (Management Accountant) and finance team.
- To assist in the preparation of the annual budget, working with the Heads of departments and key business partners as part of the budget process. Prepare re-forecasts during the year as required.
- Support the Head of FP&A in his role as the Data Protection Officer.

Key Responsibilities

1. Management Accounts

- Ensure the monthly management accounts timetable is met.
- Prepare cost allocations and associated journals.
- Work with Finance Business Partner (Management Accountant) to prepare month end pack and commentary. Meeting month end deadlines.
- Prepare monthly reports for individual projects as guided by HOF.
- Ensure accounting meets all policies and regulations.

2. Business Partnering

- Review draft month end accounts with your allocated RAU business partners; guiding on understanding the results; closely managing variances with them; and advising on controlling variances in future months to ensure meet the budget set.
- Prepare budget including phasing across the year with your allocated RAU business partners.
- Guide and support your RAU Business Partners with the day to day operations as needed.
- Preparation of Budget pack with Head of Finance & Reporting.

3. Year End

- Preparation of year end management accounts and commentary.
- Work with FBP (FA) on the audit file including audit deliverables.

4. General Data Protection Regulations

- Support the Head of FP&A in his role as the Data Protection Officer.
- Create and roll out a comprehensive training and compliance programme across the RAU to ensure that all RAU employees are fully up to date with, and act compliant with, current GDPR regulations.

5. Other Duties

- Assist HOF to streamline the financial processes and work closely with individual departments to implement any changes. Provide on-going support to departments including the finance ledger team to ensure the processes are working effectively and providing efficiencies.
- Review partnership arrangements and update contracts as directed by HOF.
- Oversee preparation and submission of funding returns as directed by HOF.
- Oversee finance projects as directed by HOF.
- Deputise for the HOF as required.
- Act at all times within RAU's rules, policies, procedures, standing orders, financial regulations, health and safety legislation, and adhere to legislative and regulatory requirements.
- Undertake such other tasks as may be reasonably requested by the Head of Finance & Reporting.

Person Specification

AREA	ESSENTIAL	DESIRABLE
Educational Qualifications :	Qualified ACA, ACCA or similar.	Degree level education.
Work Experience:	Knowledge and experience of accounts preparation including: <ul style="list-style-type: none">▪ Companies Act and Charity reporting, SORP and FRS102▪ Business Partnering	Farm accounting Experience.

	<ul style="list-style-type: none"> ▪ Management Accounting ▪ Budget preparation 	
	Management accounts.	Statutory accounts preparation.
	Development of controls, policies and procedures.	
Skills/ Knowledge/ Aptitude:	Ability to communicate clearly both orally and in writing	
	Ability to influence and build strong business relationships across the organisation	
	Computer literacy, knowledge of Microsoft Word, Excel and PowerPoint, use of accounting packages.	Knowledge of Access Dimensions Accounting package.
Motivation:	Self-motivated, and a self-starter but able to work as part of a team	
	Committed to delivering timely and accurate information for senior management and demonstrating ability to make improvements to policies and procedures to produce an efficient and effective way of working.	
Other:	Diplomatic and assertive.	
	Decisive and analytical.	
	Ability to contribute effectively to management and policy making.	

Benefits of Working with Us

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Application Procedure

If you are interested in applying for this role, please send:

- A University [Professional Services Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk – you may attach your up to date CV if you wish to add additional information
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role

Closing date: Sunday, 9th June 2019 with **Interviews:** on Friday, 14th June 2019.