

<b>Job Title:</b> Commercial Finance Business Partner (HCUK Training)	<b>Pay Grade:</b> £30,000 to £35,000
<b>Normal Place of Work:</b> Hull with travel to all HCUK sites	<b>Line Manager:</b> Group Financial Controller
<b>Role Summary:</b> <p>This key position will take responsibility for the financial reconciliation and reporting of performance of multiple and complex delivery elements within the HCUK Training income portfolio, both direct and through partnership working.</p> <p>This role will have the opportunity to directly influence the reporting functionality and processes that will influence how contracts are managed across the division.</p> <p>To provide effective support to the HCUK Training management team and assist in the achievement of challenging financial key performance indicators.</p> <p>To exhibit behaviours and an approach conducive to a “service“ relationship that is responsive to HCUK Training, helping to enhance the commercial arm of the Group.</p> <p>To play a lead role in the tendering of new business.</p>	

**Principal Accountabilities:**

1. Develop and maintain an understanding of HCUK contract data requirements and reporting processes, across all funding lines.
2. Preparation of monthly management accounts and other management reports for all HCUK Training sub-divisions, including cross charging, consolidations and production of independent management accounts statements as required, as well as any ad-hoc financial information requests, for all budget areas, on a timely basis.
3. To provide expert advice, guidance and support to operational managers, enabling them to effectively plan, forecast and monitor their finances. Provide decision support including financial evaluations, for all budget areas, including sub-contractor reports.
4. Work with the Group Head of Business Development to accurately support the submission of bids, tenders and funding applications on behalf of the Group.
5. Assist in the development of the operational reports and HCUK statistical information from the approved HCUK Learner Management Systems.
6. Support day to day contractual monitoring, identifying and initiating remedies to support the provision of service and delivery in line with agreed profiles and budgets and support the HCUK Contract coordinator to produce comprehensive reports on financial performance.

7. Monitor delivery partner and direct delivery performance to ensure all agreed deliverables are achieved, within the required timescales / cash flow forecasts.
8. To support any internal and external audit/inspection requirements from the Managing Authority / Funding Body. Liaising and supporting with auditors and the relevant external partners as required.
9. To keep updated and ensure all internal parties are kept fully informed with regards to funding requirements, changes in legislation and any new contracting requirements.
10. To lead the HCUK Training Business Planning cycle, working with all Operational Managers with the preparation of forecasting and budget preparation for HCUK Training and reviewing every quarter.
11. Produce relevant year-end analysis and to assist Group Finance colleagues with the preparation for audit.
12. To assist in the operations and development of the Group finance systems.
13. To work within the College financial regulations and procedures.
14. To support merger, acquisition, and project activity as required.
15. To provide financial training to groups of clients as requested, within all designated budget areas.
16. Preparation of timely cash flow forecasts for HCUK Training in line with both internal and external requirements.
17. To perform any other reasonable task relevant to that of a Finance Business Partner, including, but not limited to, dealing with both internal and external financial queries, and to be involved in ad-hoc projects

## Key Relationships

This is a significant management post as part of the Group's shared service arrangements. The post holder will be expected to develop and maintain good relationships with:

<ul style="list-style-type: none"> <li>• Group Financial Controller</li> </ul>	To ensure that the policy direction for the Finance and procurement compliments and contributes to the Group's mission. Provide accounts, interpretation and comments to FC
<ul style="list-style-type: none"> <li>• HCUK Training Operational Management</li> </ul>	To ensure financial reporting meets the needs of all subdivisions with HCUK Training. Timely and appropriate reporting on a regular basis. Support and develop the financial understanding of budget holders. Regular review meetings to monitor budget performance.
<ul style="list-style-type: none"> <li>• Vice Principal Corporate &amp; Commercial</li> </ul>	Provide regular position statements and financial updates to the VP on all HCUK Training financial performance, including reports for the Senior Leadership Team and Board, when required.

## Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, e.g. Health and Safety, Equal Opportunities and Safeguarding
- To actively promote and adhere to agreed College values
- To promote innovation
- To participate in the College Annual Staff Performance and Development Review (ASPDR) and contribute to the overall development of Hull College Group staff
- To contribute to the development of the Group's Strategic Development Plan
- To facilitate the achievement of the College's quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level

## Person Specification – Commercial Finance Business Partner

	Essential	Desirable	How assessed*
<b>QUALIFICATIONS</b>			
Qualified to degree level or equivalent professional qualification	✓		AF/Cert
CCAB qualified accountant with significant practical experience	✓		AF/Cert
Level 4/5 Management qualification or equivalent		✓	AF/Cert
<b>KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)</b>			
Successful record of accomplishment of managing complex funding lines, with multiple variables.		✓	AF/IV
Knowledge of Government funded provision, including Apprenticeship Delivery (Levy and Non-Levy), Adult Education and ESF.		✓	AF/IV
Experience of successful budget management	✓		AF/IV
Experience of financial management roles at a senior level	✓		AF/IV
Knowledge of developing financial policy/strategy in a commercial business environment		✓	AF/IV
Knowledge and/or experience of managing business support services to multiple functions		✓	AF/IV
Experience of financial business planning processes and new contract implementation.		✓	AF/IV
Understanding of using financial KPI's and relevant measures to describe and improve financial performance		✓	AF/IV
<b>SKILLS AND ABILITIES</b>			
Strong strategic vision for improving and enhancing the student experience within an FE environment	✓		AF/IV
Good oral and written communication skills	✓		AF/IV
Excellent interpersonal and networking skills	✓		AF/IV
Strong team leadership skills and ability to motivate and inspire others to reach organisational goals	✓		AF/IV
Good planning and organisation skills	✓		AF/IV
Good problem solving and decision-making skills	✓		AF/IV
Good numerical and verbal reasoning skills	✓		AT
Ability to use IT at a level commensurate with job role	✓		AF/IV
Able to develop self and others	✓		AF/IV
Ability to travel between all of the College's sites	✓		AF/IV
Ability to work flexibly, including evening and weekend work		✓	AF/IV

\*Key to how skills are assessed:

AF = Skill assessed via application form	IV =	Skill assessed via interview
AT = Skill assessed via test/work-related task	Cert =	Certificate checked at interview