

JOB DESCRIPTION

Job Title	Senior Finance Manager: Degree Education		
Reports to	Director, Financial Planning & Analysis		
Department	Operations: Finance – FP&A		
	Business Services		4

About the School

At London Business School, we strive to have a profound impact on the way the world does business and the way business impacts the world. Our departments work hard to ensure that we are continually delivering a world-class service, academic excellence and that our course offering maintains our place as a leading business school.

With thought-leading faculty and dynamic learning solutions, we empower both businesses and individuals by offering a transformational learning experience that will broaden their professional knowledge and global mindset. As well as offering postgraduate courses for the business leaders of the future, we run open and customised executive courses for professionals and corporate clients that help leaders identify the future focus and strategic direction of their businesses.

With London in our hearts, we draw from its status as a financial, entrepreneurial and cultural hub to attract a diverse range of students and faculty, creating an abundance of opportunities to network with industry experts and alumni worldwide.

About the Department

Finance plays a key role delivering change and supporting planning to achieve the School's strategy over the medium term (5 years to 2026/27) and longer term (to 2031/32). The team provides a full financial service to all areas of the School and in particular:

- Strategic planning and analysis support to the School's senior executives.
- A comprehensive management information and business partner service to the School's senior management including planning budgeting and forecasting.
- A customer-facing finance service to support the day to day running of the School including all transaction processing services – purchase invoicing, payroll and expenses; banking and treasury management; sales invoicing and credit control; research grant funding support; and the processing, reconciliation of, and reporting on, fundraising.
- Full corporate governance and compliance provision to the School and its subsidiary companies including managing and reporting on internal controls; financial accounting and reporting; insurance, tax, VAT and legal, OfS and Charity requirements; and management of external audit.
- Purchasing and procurement support to the School's budget holders to deliver Value for Money.

Job Purpose

To provide a full finance business partner service to the Degree Education (DE). Degree Education are responsible for organising the bulk of the school postgraduate courses. This role covers:

Key member of the FP&A leadership team, senior business partner for the Degree Education businesses, preparing content suitable for inclusion within Management Board and Committee-level papers and deputising for the Director of FP&A as required.

Leading the co-ordination and facilitation of all financial aspects of the long-term plan, associated budgets and forecasts ensuring that senior managers and other stakeholders are fully engaged

Providing day to day financial support to the DE management team to ensure accurate and timely forecasting of costs and revenue items, in line with the school financial reporting process

Providing insightful, value-add and relevant financial information for senior managers, in particular the Associate Dean for Degree Education, to support on-going business decision making

Being recognised as a valued and influential member of the management teams supported by this role

Building and maintaining models to support strategic planning and decision making in respect of the degree programme portfolio including at Senior Management Team level

Providing support and advice on new developments and projects and undertaking other ad hoc work as required

Manage a small team to assist with the workload.

Key Stakeholders:

- Vice Dean
- Associate Dean, DE
- Senior Managers, DE
- CFO
- Director, Finance
- Director, FP&A
- Members of the Finance department
- Wider school management as required
- External contacts with Columbia Business School

Key Areas of accountability and Key Performance Indicators (KPIs)

Key areas of accountability:

Strategy and Planning

- Contribute to the development of strategy for the area, ensuring that plans are aligned to wider departmental strategy and overall School goals.
- Contribute to the development of broader operational plans, manage operational plans in own area and enable successful implementation by prioritising and aligning planned activities.

- Contribute to the development of Key Performance Indicators to support the assessment of the quality and efficiency of service delivery.

Partnering and Service Delivery

- Partner with relevant area to understand their business goals and provide them with professional and technical advice, sharing expertise and information to support effective decision-making.
- Use specialist knowledge and information to diagnose and resolve technical issues within agreed parameters, escalating the most complex where appropriate.
- Manage the delivery of activities within a specialist area, in line with relevant policies and procedures, to ensure performance meets set targets/key performance indicators to support the School in the delivery of a first-class service.

Analysis and Reporting

- Process complex data and apply technical knowledge when conducting root cause analysis to identify solutions to complex issues/unique requests from colleagues or stakeholders from across the School.
- Extract data from multiple sources, check its integrity and produce reports for use by management.
- Liaise across the team to prepare complex reports to inform review, planning and decision-making.

Compliance

- Provide advice to colleagues and stakeholders on the interpretation of policies and procedures for an area of specialism, and support monitoring, to ensure compliance across the School.

Supplier/Contractor Management

- Where appropriate, monitor the quality of work delivered by third-party suppliers and agencies against service level agreements to ensure it is to the required standard, and provide feedback on performance to management. Take action as necessary based on feedback and escalate issue resolution when required.

Collaboration

- Partner, and build strong relationships with relevant areas to ensure good understanding of their business goals and that advice/service delivered meets and exceeds their needs.
- Develop and enhance relationships with stakeholders across the School to facilitate improved communication, support implementation of change programmes, and to monitor the level of satisfaction with service delivery.
- Represent the team to colleagues, stakeholders and cross-School groups, enabling cross-department working, spotting and initiating opportunities to collaborate for best business solutions.

Project Management

- Lead on the delivery of a portfolio of projects in own area of specialism, or act as an expert resource in a large/complex project.

Financial Management

- Provide a full financial planning and reporting service to stakeholders, providing guidance as subject matter expert, including but not limited to contribution to all financial aspects of the business area long term plan, budgets and forecasts.
- May have responsibility for a specific budget, fulfilling financial management requirements and ensuring the effective use of financial resources within budget.

Process Improvement

- Research best practice in own area of expertise, and review and analyse detailed business models to support senior management in developing and improving policies, processes and systems relevant to a specialist area.

Change Management

- Champion change by role modelling the behaviour expected from all colleagues, and consider the impact of change on all processes, systems and people to ensure appropriate steps are taken for successful implementation.
- Consult with and advise the business on change programmes and initiatives, influencing stakeholders so they become advocates for the change and support its successful implementation.

KPIs:

- Delivery of high-quality Finance Business Partner service.
- Development of solutions and improvements to complex issues associated with the financial management of a complex organisation.
- Production of high-quality reports, with complex analysis to support management decision-making using appropriate tools.
- Contribution to cross-School compliance with regulations and legislation.
- Reports and analysis delivered on time, to quality standards.
- Strong cross-team working relationships with key stakeholders.
- Positive feedback from colleagues and stakeholders.
- Contribution to improvements in commercial performance for the supported business area.
- Contribution to the development of policies, processes and systems.

Knowledge/Qualifications/Skills/Experience required

- Bachelor's degree in a relevant subject or equivalent experience.
- Professional qualification (ACCA, CGMA, ACA) with experience of working in complex organisations.
- Experience of providing a full Business Partner service to business areas and senior stakeholders.
- Excellent communication skills with the ability to engage a variety of audiences.
- Significant experience of software related to own area of specialism, with the ability to build basic models or tools.
- Sound working knowledge of policies, regulations and legislation in area of specialism.
- Excellent analytical and problem solving skills.
- Ability to manage multiple internal and external stakeholders.
- Ability to prioritise and focus on material issues.
- In-depth knowledge of business education/specialist area.
- Experience of leading projects.

Resources including team management

Management of a team of one Finance Analyst.

Staff	1
Budgets	None
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