

Job description and person specification

Post:	Finance Business Partner - Funds
Location:	Flexible. Primary base could be anywhere in the UK, but must be willing and able to travel to London and elsewhere (mainly UK) in connection with the role
Salary:	£55,000-£58,000
Duration:	Fixed term (12 months), full time
Reporting to:	Head of Financial Planning and Analysis

About Health Data Research UK

Health Data Research UK (HDR UK) is the national Institute for data science in health.

Our mission is to unite the UK's health data to enable discoveries that improve people's lives. Our 20-year vision is for large scale data and advanced analytics to benefit every patient interaction, clinical trial, biomedical discovery and enhance public health.

The UK is in a unique position to realise the potential of health data, thanks to the NHS and its cradle-to-grave records for a population of over 65 million people. However, safe and secure access to this data for researchers is often a lengthy, fragmented process, meaning the potential for improving healthcare is not being realised in full.

We are a dynamic, growing organisation, committed to accelerating trustworthy access to health data. By working in partnership with the NHS, industry, universities and patients, we aim to better understand diseases and discover new ways to prevent, treat and cure them.

Patients and the public are involved throughout the institute's work – ensuring that access to data for research is enabled by trustworthy, safe and secure systems and generates public benefit.

As a national charity, we are funded by UK Research and Innovation, the Department of Health and Social Care in England and equivalents in Northern Ireland, Wales and Scotland, and leading medical research charities. www.hdr.uk.ac.uk

At Health Data Research UK, we employ talented individuals who bring their own unique skills and experience to support the vision and benefit the whole team. Our values of transparency, optimism, respect, courage and humility guide how we work together within HDR UK, with our partners and other stakeholders.

HDR UK's strategy

Our goals are to:

- Accelerate trustworthy data use by implementing a national research data strategy and assembling infrastructure and services aligned to research and innovation needs.
- Empower researchers by valuing people with diverse perspectives and skills, committed to open and team science to advance scientific discoveries and deliver patient and public benefit.
- Promote partnerships by building and maintaining critical partnerships, aligning incentives and reducing complexity across a fragmented landscape to streamline health data science.

Purpose of the post

The Finance Business Partner plays a crucial role within HDR UK, as the key point of contact and financial support for the Institute Office teams. The Finance Business Partner supports key non- finance stakeholders to provide timely and insightful analysis and reporting and supports with the alignment of financial plans to operational and strategic priorities. The role will support the HDR UK's non- Core funds and programmatic areas and will be responsible for proactive fund financial management, supporting the Fund budget holders in ensuring appropriate planning and utilisation of the fund expenditure. The role is responsible for maintaining clear and effective communication between the Finance team and the wider business and for ensuring that financial concepts and priorities are understood by the programme teams.

Main responsibilities

- Work with Budget Holders to manage financial performance, forecasts, and budgeting including understanding financial opportunities and risk for the area of business partnership.
- Hold responsibility for the financial management of a number of large and strategic funds, including financial reporting to funders and maximising fund utilisation
- Lead on monthly reporting to Programme teams, including posting month end journals, meeting with Budget Holders to discuss performance and budget variance and providing commentary and analysis on reports.
- Work with the Associate Directors of the Finance team to plan, deliver, and review the annual budget and quarterly forecasts.
- Support with the continuous review and update of the 5-year financial plan.
- Support with projects and new process development to continuously improve and evolve our approach to internal financial reporting and modern finance business partnering.
- Support the Finance Business Partnering function with ad hoc reports and grant management and reporting.
- Provide training and advice to individuals internal and external to the Finance department.

- Support the Finance Officer with ad hoc queries and helpdesk needs.
- Support the Junior Finance Business Partner in utilising JET Reports to generate monthly management accounts for our Senior Leadership Team and Budget Holders, ensuring their accuracy and timely delivery.

Continuous improvement

HDR UK is dedicated to continuous improvement through our quality management system and has achieved ISO 9001 accreditation. The post-holder will review, analyse, identify and implement opportunities for quality improvement within their role and as part of the wider team through our strategy development and internal audit processes.

Experience

- CCAB qualified or part qualified, or with a minimum of 4 years practical experience in financial analysis or business partnering roles.
- Experience of grant or fund management, reporting, and liaising with external funding bodies.

The following is desired but not essential:

- Prior experience of Microsoft Dynamics 365 Business Central.
- Prior experience of JET reporting software.
- Experience developing financial models.
- Experience of producing financial reports.
- Experience of working in the higher education or not-for-profit sectors.

Skills

- Excellent understanding of financial concepts.
- Ability to interpret complex data and apply problem solving techniques.
- Ability to support a number of different colleagues at the same time with their business partnering needs, managing competing priorities.
- Attention to detail and a focus on quality in the outputs that are produced.
- Service oriented and comfortable continuously developing and refining processes and reporting.
- Works with others as one team, actively listening and collaborating to achieve a shared vision.
- Excellent written and verbal communication skills with the ability to communicate effectively and confidently with people at all levels.
- Ability to communicate complex financial concepts to non- finance stakeholders.
- Advanced Microsoft Excel skills.
- Proficient with Microsoft Word and Outlook.

Dimensions

- This is a full-time role. We are happy to consider job share applications or consider applications for part time hours.
- Travel in the UK may be required to partner organisations
- HDR UK is a national institute, and our activities take place across the UK

Application Process

How to apply: Unless specified, please apply using our online portal. We use a recruitment process that is based on finding out more about the relevant skills and knowledge an applicant has and to help us with this we ask you 3 or 4 skills-based questions as part of the application process.

We will ask you to upload your CV and covering letter, this will be anonymised and will be used if you are shortlisted.

Please contact recruitment@hdruk.ac.uk if you have any queries regarding your application

Equal Opportunities Policy Statement

Health Data Research UK is an equal opportunities employer, and as such aims to treat all employees, consultants and applicants fairly. It is our policy to provide employment equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religion or belief
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants and employees who work for us will be treated fairly and will not be unfairly discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

Safeguarding

HDR UK is committed to robust safeguarding policies, we expect everyone who works with us to share our commitment to safeguarding.