FUNCTION MANAGER - FINANCE / PERSON SPECIFICATION		
KNOWLEDGE & EXPERIENCE ***(all elements may be tested at application or interview)***		
ROLE SPECIFIC KNOWLEDGE / EXPERIENCE OF: ***(or transferable skills sets)***		**EXPECTED LEVEL OF COMPETENCY** *(see below * for detail)*
Operational Leadership of the Finance Function		**Level 3**
Operational Leadership of Career and Student Staff		
Lead delivery of assigned projects (including Financial procedures review workstreams etc)		
Provide delivery of best practice financial procedures		
Production of financial management information and financial returns.		
Lead all required Finance function administration and reporting		
Lead assigned elements of budgeting process		
Union Wide Finance Support		
Partner Work with the Union's Appointed Finance Experts		
Develop and Maintain Critical University Partnerships to support the delivery of the Finance function		
Develop and implement processes and systems to support the outcomes of the Finance Function		
Elected Officer/Student Volunteer Support		
CORE COMPETENCIES		
TECHNICAL SKILLS	Administration and Reporting	**Level 4**
	Strategic Delivery	**Level 3**
	Digital Skills	
	Processes and systems	
	Managing Change	
	Project Management	
	Managing Complexity	
	Communication	
	Knowledge of HE Student Environment	
ACCOUNTABILITY	Finance Management	**Level 4**
	Rules & regulations	**Level 3**
	Managerial Responsibility	
	Health & Safety Risk Management	
	Organisational Risk Management (Financial, Legal, Reputational)	

IMPACT	Influence	**Level 3**
	Negotiation	
	Decision Making	
	Collaboration/Partner Working	
PEOPLE SKILLS	Team Building	**Level 3**
	Coaching and Mentoring	
	Promote Positive Performance	
	Motivating and Inspiring	
	Relationship Building	
UPSU CULTURE	Student Focus	**NO LEVEL DEFINED AS THESE ARE EXPECTED BEHAVIOURS**
	Pioneering	
	Inclusive	
	Resilient	
	Flexible	
	Self-motivating	

*** LEVELS OF COMPETENCY ***	
Level 1 (foundation)	• Applies the competency in simple situations • Initiative & authority in simple situations, under guidance • Responsibility to support • Responsibility for delivery of simple assigned projects, tasks and processes
Level 2 (base)	• Applies the competency in fairly difficult situations where appropriate • Initiative and authority in appropriate situations , with guidance • Responsibility to Deliver • Responsibility for develop and delivery of fairly complex assigned projects tasks and processes
Level 3 (intermediate)	• Applies the competency in difficult situations where appropriate • Initiative and authority in assigned situations, with some guidance • Responsibility is to deliver and develop • Responsibility includes function level delivery and some development and some leadership
Level 4 (experienced)	• Applies the competency in difficult and complex situations where appropriate • Initiative and authority in most situations, with collaboration • Responsibility includes function level development, delivery and leadership
Level 5 (advanced)	• Applies the competency in considerably difficult and complex situations • Significant Initiative and authority across area of responsibility, little or no guidance • Serves as a key resource & gives advice to others • Responsibility for development and leadership of own functions and cross Union interdependencies