

Senior Finance Manager - PERSON SPECIFICATION		
KNOWLEDGE & EXPERIENCE <i>(all elements may be tested at application or interview)</i>		
ROLE SPECIFIC KNOWLEDGE / EXPERIENCE OF: <i>(or transferable skills sets)</i>	EXPECTED LEVEL OF COMPETENCY <i>(see below * for detail)</i>	
Senior Operational Leadership of the Finance Function	Level 4/5	
Senior Operational Leadership of Career and Student Staff		
Delivery of assigned projects (including Financial procedures review workstreams etc)-		
Delivery of best practice financial procedures		
Deliver assigned elements of budgeting process		
Senior Operational Leadership of:		
<ul style="list-style-type: none"> Production of financial management information and financial returns Delivery of required Finance function administration and reporting Payroll Union Wide Finance Support 		
Partner Work with the Union's Appointed Finance & Payroll Experts		
Develop and Maintain Critical University Partnerships to support the delivery of the Finance Function		
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Elected Officer/Student Volunteer Support		
CORE COMPETENCIES		
TECHNICAL SKILLS	Knowledge of HE Student Environment	Level 4
	Digital Skills	
	Strategic Delivery	
	Administration and Reporting	Level 5
	Processes and systems	
	Managing Change	
	Project Management	
	Managing Complexity	
	Communication	
	Health & Safety Risk Management	Level 4

ACCOUNTABILITY	Finance Management	Level 5
	Managerial Responsibility	
	Rules & regulations	
	Organisational Risk Management (Financial, Legal, Reputational)	
IMPACT	Negotiation	Level 4
	Collaboration/Partner Working	
	Decision Making	
	Influence	
PEOPLE SKILLS	Team Building	Level 4
	Coaching and Mentoring	
	Relationship Building	
	Motivating and Inspiring	
	Promote Positive Performance	Level 5
UPSU CULTURE	Student Focus	NO LEVEL DEFINED AS THESE ARE EXPECTED BEHAVIOURS
	Pioneering	
	Inclusive	
	Resilient	
	Flexible	
	Self-motivating	

* LEVELS OF COMPETENCY *	
Level 1 (foundation)	<ul style="list-style-type: none"> Applies the competency in simple situations Initiative & agency in simple situations, under guidance Responsibility to support Responsibility for delivery of simple assigned projects, tasks and processes
Level 2 (base)	<ul style="list-style-type: none"> Applies the competency in fairly difficult situations where appropriate Initiative and agency in appropriate situations, with guidance Responsibility to deliver Responsibility for develop and delivery of fairly complex assigned projects tasks and processes
Level 3 (intermediate)	<ul style="list-style-type: none"> Applies the competency in difficult situations where appropriate Initiative and agency 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)	<ul style="list-style-type: none"> Applies the competency in difficult and complex situations where appropriate Initiative and agency in most situations, with collaboration Responsibility includes function level development, delivery and leadership
Level 5 (advanced)	<ul style="list-style-type: none"> Applies the competency in considerably difficult and complex situations Significant Initiative and agency 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
Level 6	<ul style="list-style-type: none"> Applies the competency in exceptionally difficult and complex situations.

(authority)	<ul style="list-style-type: none"> • Consistent initiative and authority organisation wide, seeks guidance (internal/external) when required • Serves as a key resource & gives advice to others • Responsibility to strategically lead
Level 7 (absolute)	<ul style="list-style-type: none"> • Applies the competency in the most difficult and complex situations. • Absolute initiative and authority organisation wide, seeks guidance (internal/external) when required • Acts as principle advice, guidance resource • Overall strategic responsibility