



---

# Finance Business Partner (Research & Education) Candidate Information

December 2022

---

## The Institute of Cancer Research

### About our organisation

We are one of the world's most influential cancer research institutes with an outstanding record of achievement dating back more than 100 years. We are world leaders in identifying cancer genes, discovering cancer drugs and developing precision radiotherapy. Together with our hospital partner The Royal Marsden, we are rated in the top four centres for cancer research and treatment worldwide.

As well as being a world-class institute, we are a college of the University of London. We came top in the league table of university research quality compiled from the Research Excellence Framework (REF 2014).

We have charitable status and rely on support from partner organisations, charities, donors and the general public.

We have more than 1000 staff and postgraduate students across three sites – in Chelsea and Sutton.

### Financial Planning & Analysis Team, Finance Department

The role is part of the Financial Planning & Analysis (FP&A) function, providing an essential business partnering service to the Institute on the strategic management of its resources. The team provides key management information to all levels of the organisation, including Committee and Board of Trustees, and meeting the business intelligence needs of management and staff to ensure best use of ICR funds.

The team sit as part of the broader Finance Department working closely with the other finance disciplines and colleagues across the ICR's Professional Services and Research teams.

---

Our mission  
is to make the  
discoveries that  
defeat cancer.

---

# Finance Business Partner (Research & Education)

## Candidate Information

---

### Our values

The ICR has a highly skilled and committed workforce, with a wide variety of roles, each requiring different skills. But whether you work as a researcher, or work as part of our corporate team, your work and behaviour is underpinned by these six values. They are what bring us together as one team - as 'One ICR'.



#### **Pursuing excellence**

We aspire to excellence in everything we do, and aim to be leaders in our field.



#### **Acting with Integrity**

We promote an open and honest environment that gives credit and acknowledges mistakes, so that our actions stand up to scrutiny.



#### **Valuing all our people**

We value the contribution of all our people, help them reach their full potential, and treat everyone with kindness and respect.



#### **Working together**

We collaborate with colleagues and partners to bring together different skills, resources and perspectives.



#### **Leading innovation**

We do things differently in ways that no one else has done before, and share the expertise and learning we gain.



#### **Making a difference**

We all play our part, doing a little bit more, a little bit better, to help improve the lives of people with cancer.



*Our values set out how each of us at the ICR, works together to meet our mission – to make the discoveries that defeat cancer. They summarise our desired behaviours, attitudes and culture – how we value one another and how we take pride in the work we do, to deliver impact for people with cancer and their loved ones.”*

**Professor Kristian Helin**  
Chief Executive

# Finance Business Partner (Research & Education)

## Candidate Information

### Job description

**Department / division:** Finance

**Pay grade / staff group:** PS3

**Hours / duration:** Full time (35 hours per week), Monday to Friday.

**Reports to:** Head of Financial Planning & Analysis

**Main purpose of the job:** This role will provide commercial finance support to the Institute's Research Divisions and Academic Services Departments, enabling Directors and Heads of Division to evaluate key decisions and business performance. The role will drive strong financial outcomes, providing business intelligence, actionable insights and challenge to maximise the capability of the ICR to achieve its strategic goals.

### Duties and responsibilities:

#### FP&A decision support

Deliver financial management support and advice on areas of strategic finance, including performance and cost recovery of scientific services and deployment of central funding.

Provide analysis, insight, and challenge to maximise value and impact through delivery of effective and efficient financial performance.

Drive enhancements in business intelligence and strategic decision-making tools for Research Heads of Division and Directors of Academic Services Departments, working in partnership with them to optimise financial performance.

#### Financial reporting and management information

Produce timely management information for business units and formal committees.

Ensure that all financial information provided is professional, clear and engaging with informative and actionable outputs.

Produce monthly ICR general funds financial reporting information for Research and Academic budget holders, including providing analysis, insight and commentary on performance.

Provide support to the research service facilities, including ensuring that cost recovery targets are tracked, and that inter-departmental recharges are processed in timely basis.

Provide management information to the Research Leadership Board on research investment decisions and performance, and support the Head of FP&A in managing financial reserves earmarked for research initiatives.

# Finance Business Partner (Research & Education)

## Candidate Information

Provide budgeting and monitoring support on long term research capital projects.

Work with key stakeholders to produce ad hoc financial analysis on a proactive and project basis.

Support the Head of FP&A in the production of reporting to senior management and Trustees.

### Business planning, budgeting and forecasting

To coordinate and lead on the annual budgetary and quarterly reforecasting processes for Research Divisions and Academic Services.

Responsible for supporting the delivery of the Research Divisions and Academic Services five-year budget estimates and plans on an annual basis, working closely with budget units to assess the funding requirements for each team.

Ensure robust forecasting is undertaken for all Research Divisions and Academic Services Departments, including monthly review of key forecast changes and variances, and delivering the quarterly formal reforecast process with budget holders, so that the ICR forecast accurately reflects the projected outcome for the financial year.

### Financial processes and controls

Improve the efficiency and effectiveness of processes and ways of working, driving value and maximising impact.

Ensure that the month end timetable is adhered to, supporting the Head of FP&A in ensuring all income and expenditure adjustments have been posted by colleagues within the Finance Department.

To support and implement improvements to the month end timetable to shorten the management accounts production time and improve timeliness of financial information provided to budget holders.

Ensure accurate financial information, including through posting general ledger adjustments, running a robust monthly accruals and prepayments process and ensuring all purchase commitments are appropriately reported.

To follow up recommendations on the operation of the control systems and other matters by internal and external audit in respect of Research Division and Academic Services accounting.

### Business relationships

Develop excellent working relationships with and be the main point of contact for budget holders, the Director of Finance and the Deputy Director of Finance on matters of Research and Academic Services finance.

Meet with budget holders on a regular basis to review their financial information, understand performance and support and influence key operational and strategic decisions.

Responsible for providing financial and financial system training for the Institute's Research Division and Academic Services budget holders.

---

# Finance Business Partner (Research & Education)

## Candidate Information

---

### Other

Any other duties that may be required which are consistent with the nature and grade of the post.

### General

All staff must ensure that they familiarise themselves with and adhere to any ICR policies that are relevant to their work and that all personal and sensitive personal data is treated with the utmost confidentiality and in line with the General Data Protection Regulations

Any other duties that are consistent with the nature and grade of the post that may be required.

To work in accordance with the ICR's Values.

To promote a safe, healthy and fair environment for people to work, where bullying and harassment will not be tolerated.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or development.

# Finance Business Partner (Research & Education)

## Candidate Information

### Person specification

#### Education and Knowledge

Education to degree level or member of a professional body of recognised Graduate status.	Essential
CCAB or equivalent qualification.	Essential

#### Experience

Demonstrable experience of FP&A decision support success within a complex organisation.	Essential
Significant experience of financial modelling using Microsoft Excel.	Essential
Extensive experience of management accounting and business partnering.	Essential
Presentation and communication of financial information.	Essential
Working with a wide variety of stakeholders as part of a customer-focused team culture.	Essential
A working knowledge of Unit4 ERP (Agresso) and business intelligence software.	Desirable
Experience of the charity sector and/or the higher education sector.	Desirable

#### Skills

Highly numerate.	Essential
An analytical approach to problem solving.	Essential
Exceptional communication skills and an ability to communicate complex finance issues to non-finance staff.	Essential
Ability to work under pressure and meet tight deadlines.	Essential
Ability to work as part of a team and independently when required.	Essential
Excellent relationship management skills with client facing experience.	Essential

# Finance Business Partner (Research & Education)

## Candidate Information

### Benefits

We offer a fantastic working environment, great opportunities for career development and the chance to make a real difference to defeat cancer. We aim to recruit and develop the best – the most outstanding scientists and clinicians, and the most talented professional and administrative staff.

The annual leave entitlement for full time employees is 28 days per annum on joining. This will increase by a further day after 2 years' and 5 years' service.

Staff membership to the Universities Superannuation Scheme (USS) is available. The USS is a defined benefit scheme and provides a highly competitive pension scheme with robust benefits. The rate of contributions is determined by USS and details of the costs and benefits of this scheme can be found on their website. If staff are transferring from the NHS, they can opt to remain members of the NHS Pension Scheme.

We offer a range of family friendly benefits such as flexible working, a parents' group, and a maternity mentoring scheme. Other great benefits include interest free loans for discounted season tickets for travel and bicycle purchases, access to the NHS discounts website, a free and confidential Employee Assistance Programme which offers a range of well-being, financial and legal advice services, two staff restaurants, and access to a gym and sporting facilities at our Sutton site.

#### **Further information**

This job description is a reflection of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or development.