

Job Description

Prifysgol Wreccsam Wrexham University



Faculty/Department	Finance
Section	Finance – Accounting Team
Job Title	Senior Finance Business Partner - Subsidiaries
Reports to	Head of Financial Planning & Reporting
Grade	SA&P2

Principal Accountabilities

The post holder will play a pivotal role in managing the financial performance across three diverse subsidiary companies – the University’s science centre North Wales Science T/A Xplore! (NWS), Glyndwr Innovations Ltd (GIL) and Glyndwr Services Ltd (GSL).

The post holder will take ownership of month-end close, management accounts, and project-level analysis, while working closely with operational leaders to support decision-making, resource/workforce planning, pricing, and margin improvement.

The post will provide support to each subsidiary and includes project accounting (both charity accounting and manufacturing/cost accounting), budget setting and monthly forecasting.

The role requires liaison with senior management and staff from each University subsidiary and other departments across Wrexham University.

The post is part of Wrexham University’s Finance Department which provides all financial services to its subsidiary companies.

Key Tasks

For all subsidiaries:

Deliver month-end close, contract revenue recognition, and full management accounts with variance analysis.

Maintain an accurate and up to date rolling forecast of annual income and expenditure.

Deliver the annual budget setting process.

Present monthly management accounts at meetings when required.

Ensure all costs are recorded and forecasted accurately for all subsidiaries.

Support the University's Financial Accountant in preparing the year-end accounts accurately, ensuring that all year-end adjustments are posted and finalised on a timely basis to allow for the annual audits to be finalised.

Prepare monthly reconciliations of all balance sheet items and income streams, ensuring that the data is accurate, clearly maintained and supported.

Provide financial input for bids, tenders and investment decisions for all subsidiaries.

Support internal and external audits.

Work closely with finance team colleagues to ensure that taxation, accounts receivable, accounts payable and payroll and pensions matters are properly managed.

Specific for each subsidiary:

Lead the financial lifecycle of assigned manufacturing/engineering projects, including budgeting, forecasting, cost tracking and delivering accurate EACs (Estimate at Completion) and cashflow forecasts for GIL.

Manage project budgets, labour recovery rates, overhead rates and cost allocations for GIL.

Work closely with engineering, procurement and operations teams to align financials with project milestones for GIL.

Work with small teams to assess the completion stage of each project on a monthly basis to enable accurate revenue recognition and forecasting for both GIL and NWS.

Maintain systems for project accounting and monitoring for both GIL and NWS.

Work closely with operational teams to monitor, record and accurately forecast admissions and other revenue streams to the science centre for NWS.

Manage financial aspects of any grants and donations received by the science centre for NWS.

To prepare invoices and issue them to the University for the services GSL provides.

General:

To maintain a knowledge of current accounting regulations and standards to enable financial advice to be provided accurately within the University Group.

Carry out any other duties commensurate with the grading of the post as may be directed by the post holder's line manager

General Duties

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

It is the responsibility of employees to apply the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

All staff have a responsibility for promoting high levels of customer care within their own areas of responsibility.

Staff must be aware of the University's commitment to Sustainability.

All staff must promote healthy behaviour and positive mental health and wellbeing

Post holders are expected to co-operate with the Professional Development Review (PDR) process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

You will assess the training and development needs of each member of staff under your control to ensure they are adequately supported in relation to their work responsibilities.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with the post holder. Such agreement should not be unreasonably withheld.

The key responsibilities contained in this job description are indicative not exhaustive. Duties and responsibilities may be altered in discussion with the post holder.

All post-holders within the Directorate are expected to be able to provide support across all areas, beyond their immediate team, as requested by the Director and commensurate with their skills, knowledge and experience.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

Person Specification

Job Title: Finance Business Partner - Subsidiaries

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

Selection Criteria					
Attributes		Item	Relevant Criteria	Identification Method	Rank
1	Skills & Abilities	1.1	Excellent oral and written communication skills	A/I	E
		1.2	In depth knowledge of management accounting processes and procedure	I	E
		1.3	Strong Excel and analytical skills are essential, along with experience in WIP, job costing and/or project reporting.	A/I	E
		1.4	Knowledge and experience of the use of accounting software packages	A/I	E
		1.5	Ability to consider the wider impact of financial reporting decisions across a range of stakeholders	A/I	E
		1.6	Welsh language skills	A/I	D
2	General & Specialist Knowledge	2.1	Knowledge of cost accounting, project accounting or financial control within a project-based environment.	A/I	E
		2.2	Strong understanding of cost forecasting, budgeting, and variance analysis.	A/I	E
		2.3	Knowledge of charities SORP	A/I	D
3	Education & Training	3.1	CCAB Qualified or Part Qualified Accountant	A/I	E
		3.2	Evidence of Continuing Professional Development.	A/I	E

4	Relevant Experience	4.1	Experience of preparing consolidated management accounts reporting pack.	A/I	E
		4.2	Experience of leading, inspiring and motivating teams to drive services forward, achieving high quality delivery within reducing resources	A/I	E
		4.3	Experience of overall budget preparation.	A/I	E
		4.4	Accounting in a charitable organisation	A/I	D
5	Special Requirements	5.1	Strong customer focus and proven ability to build productive relationships at all levels of the organisation.	A/I	E
		5.2	Well-developed interpersonal and team working skills including the ability to actively contribute to the University's priorities and the ability to work effectively across teams to achieve shared goals.	A/I	E
		5.3	A strong commitment to excellent customer service	A/I	E
Date of Revision		January 2026			

Key	Identification Method	A	Application Form
		I	Interview
		T	Test
		C	Copy of Certificates
		P	Presentation
		G	Group Assessment
	Rank	E	Essential
		D	Desirable

