

**Candidate Pack**

# **Director of Business Partnering (Operations)**

**Bryony Thomas**

Business Manager

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**Welcome**



## Thank you for your interest in working at King's College London.

King's is an incredibly exciting place to work, being one of the largest universities in London, with a turnover of £1.3 billion, 40,000 students and a world-class research agenda. We have a strong track record of investment and growth and our financial planning and performance is a key enabler of King's strategic ambition.

Our campuses are based in central London, and represent an impressive estate including the Strand, Waterloo, Guy's, St Thomas', and Denmark Hill (closely aligned with our health partners); and the inspiring Maughan Library. The nature of your work will mean that you will work on all the campuses, and your 'home' base will be our Professional Services hub at Lavington Street. King's very successfully operates hybrid working, mixing the King's sites with home working (with excellent IT support).

The university has a "One King's" ethos, and we embody this through our ways of working and sharing of expertise.

The Director of Business Partnering (Operations) is critical to the success of King's, driving excellent financial management, decision-making and collaboration through partnership working with key stakeholders, and empowering the team to do the same. King's has a strong investment ambition in support of its academic mission and service excellence, and this role will lead and support delivery and strategic change initiatives across the university and within the finance department.

This role forms part of the Financial Strategy, Planning and Performance division and its senior leadership team, currently focused on developing business partnering, standardising financial management practices, and creating an environment of continuing professional development for everyone.

We are looking for an experienced people leader who prioritises development, wellbeing, and service excellence, and is accustomed to leading change in a complex organisational environment. We welcome new ideas and ways of achieving our objectives, and a courageous, considered approach in doing so. You will be a qualified accountant, and we are looking for a fully rounded finance professional to fill this key role.

A key transformational ambition at King's is delivering services in a 'simple, nimble, and effective' way, and this will underpin our strategy going forward.

If the prospect of supporting King's to realise its ambitions while leading on service improvement and working collaboratively and inclusively appeals to you, we very much look forward to hearing from you.

Best wishes,

**Annelie Drabu**  
**Director – Financial Strategy, Planning & Performance**



**About us**

**King's College London is an internationally renowned university delivering exceptional education and world-leading research. We are dedicated to driving positive and sustainable change in society and realising our vision of making the world a better place.**

Through our commitment to exceptional education, impactful research and genuine service to society, we are creating positive change in our communities, both in London and on the world stage. Our Vision 2029 looks forward to our 200th anniversary in 2029 and sets out our ambitious plans in five key areas:

1. Educating the next generation of change-makers;
2. Challenging ideas and driving change through research;
3. Giving back to society through meaningful service;
4. Working with our local communities in London;
5. Fostering global citizens with an international perspective.



King's aspires to tackle global challenges and serve society in a way that is contemporary, forward-looking and unrestrained.

**King's Vision 2029**

## **Vision and strategy**

Our vision is to make the world a better place. Vision 2029 builds upon our history of service to society and takes us to our 200th anniversary in 2029. [Read our 2029 vision.](#)

It sets out our ambition to broaden the base of King's. To extend our reach and expand access. To deliver an extraordinary student experience. And to strengthen how well we work together.

## **Our progress and priorities**

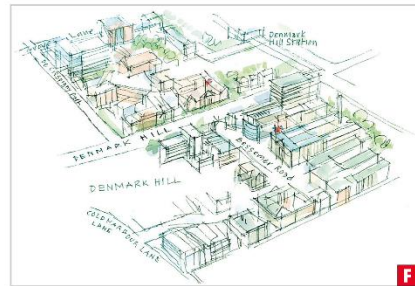
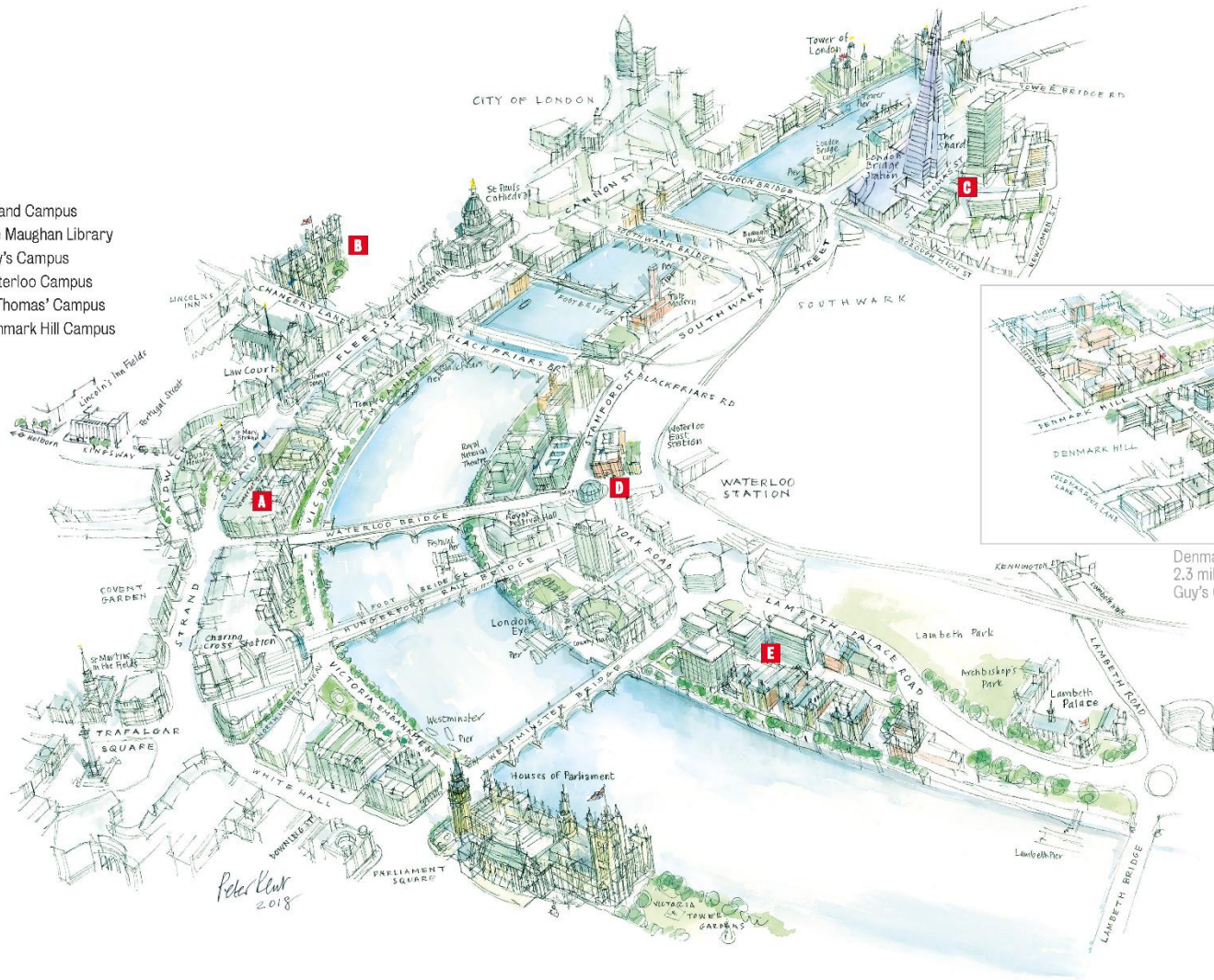
We have developed new areas of outstanding quality and built on our existing areas of strength. We have strengthened partnerships in London and with our home boroughs. And we have shaped equitable global collaborations that respond to society's challenges.

In the years ahead, we will continue to advance our world-leading education, supporting our students to achieve their potential. We will uncover insights and develop solutions to accelerate global progress. We will serve the needs of society, delivering tangible impact locally, nationally and globally.

We're now in the next stage of our journey towards our 200th anniversary. King's Strategy 2026 maps our priorities for the years ahead.

# The Five Campuses

- A** Strand Campus
- B** The Maughan Library
- C** Guy's Campus
- D** Waterloo Campus
- E** St Thomas' Campus
- F** Denmark Hill Campus



Denmark Hill Campus lies 2.3 miles due south of the Guy's Campus

# Job description

A close-up photograph of a laboratory technician performing a task. The technician is wearing a white lab coat and white nitrile gloves. They are using a pipette to transfer liquid into a black multi-well plate. In the foreground, another gloved hand is holding a small, clear vial. The background shows a piece of laboratory equipment with a digital display, possibly a pipette or a microplate reader. The overall scene is brightly lit, typical of a laboratory environment.



# Director of Business Partnering (Operations)

<b>Department/Division:</b>	Finance, Procurement, Strategic Planning & Analytics / Finance / Financial Strategy, Planning & Performance division
<b>Grade/salary:</b>	Grade ALC6, £85,000 to £95,000 depending upon experience, plus £5,000 London Weighting Allowance per annum pro rata.
<b>Hours of work:</b>	Full time (35 hours per week)
<b>Period of appointment:</b>	Indefinite Contract
<b>Responsible to:</b>	Director of Financial Strategy, Planning & Performance
<b>Main Campus:</b>	Guys – Lavington Street

## Role purpose

The university is a complex, large and internationally engaged organisation and we have ambitious plans to improve financial performance as part of enabling and delivering our academically led strategic aspirations over the next few years. Recent experience has shown that Finance teams need to be flexible and be able to respond to rapidly changing environments as we work to achieve the KCL strategy and protect against commercial and financial risks and vulnerabilities.

This is a critical role within the Financial Strategy, Planning & Performance division that will lead, develop and deliver high quality finance business partnering and decision support to the central services of the university including financial planning, reporting and insight across revenue and capital funded activity.

You will support the Director of the Financial Strategy, Planning & Performance function in development and improvement projects. Examples include the development of a professional competencies framework to support career progression and performance at all levels, supported by learning and development opportunities, improving key processes, resource allocation and financial planning methodologies, and reporting on financial performance.

As part of the function's senior management team, this role will lead a team of finance business partners who will provide outstanding partnering services to our core operational teams including Estates, IT, Students & Education, Research Management and on other crucial 'head office' activities. Working closely with the corporate reporting team on the provision of management accounts, you will lead on financial performance support in-year and across our three-year financial planning framework. You will also undertake and/or provide professional support to your team on financial modelling, business case development and financial appraisals. You will play a wider role as a senior member of the finance leadership team on cross-college initiatives and be asked to deputise for the senior Director of the division or their peers.

King's is an ambitious and growing university with a clear academically-led investment plan. This post will also oversee capital financial planning, reporting, advice and support for investment projects underpinned by our Strategic & Capital Investment Fund and the Campus Development Fund.

As a senior leader working as part of the distributed leadership network at the university, you will role model positive leadership behaviours, empowering, engaging and encouraging your teams to enable them to thrive in their roles and work according to King's core 'principles in action' – include; challenge; support; connect.

We are seeking to further grow financial literacy, sector specific economic awareness and advice for decision makers at King's. This will have at its core a commitment to the use of data to inform and improve long term planning, in year forecasting and financial performance in partnership with faculty and central service leadership.

The wider Financial Strategy, Planning & Performance service will add value and contribute to leadership teams across King's, bringing an analytical approach that others can engage with and put to use. We are looking to make a step change in our support and advice, particularly to directorate heads and our Senior Vice Principal (Operations), and onwards through the leadership roles across the central service directorates where financial and operational decisions are made.

Bringing consistency, intelligence and a partnering approach, the business partnering service will be close to and integrated into the real activity at the college.

## Role profile

The role holder will be responsible for / ensure that:

- Strong business partnering ethos and practice, demonstrating a combination of insight, challenge, advice and support provided to key decision makers at King's, alongside the data and information to enhance their decision making.
- Role model positive leadership behaviours, empowering, engaging and encouraging your teams to deploy King's 'principles in action' ways of working, and promoting diversity and inclusion at all levels.
- Have strong communication and customer service skills being able to deal with a wide range of seniority of staff, and other key stakeholders.
- The finance business partnering team is working effectively with business areas, and has a consistent and high-quality level of service offered to its internal and external customers.
- Capital programme planning and reporting, forecasts and progress are clear, timely and integrated into wider financial planning and reporting including cashflow and balance sheet forecasting.
- With other key leads in the division and wider directorate, ensure that data and analysis is at the heart of all financial decision making at King's.

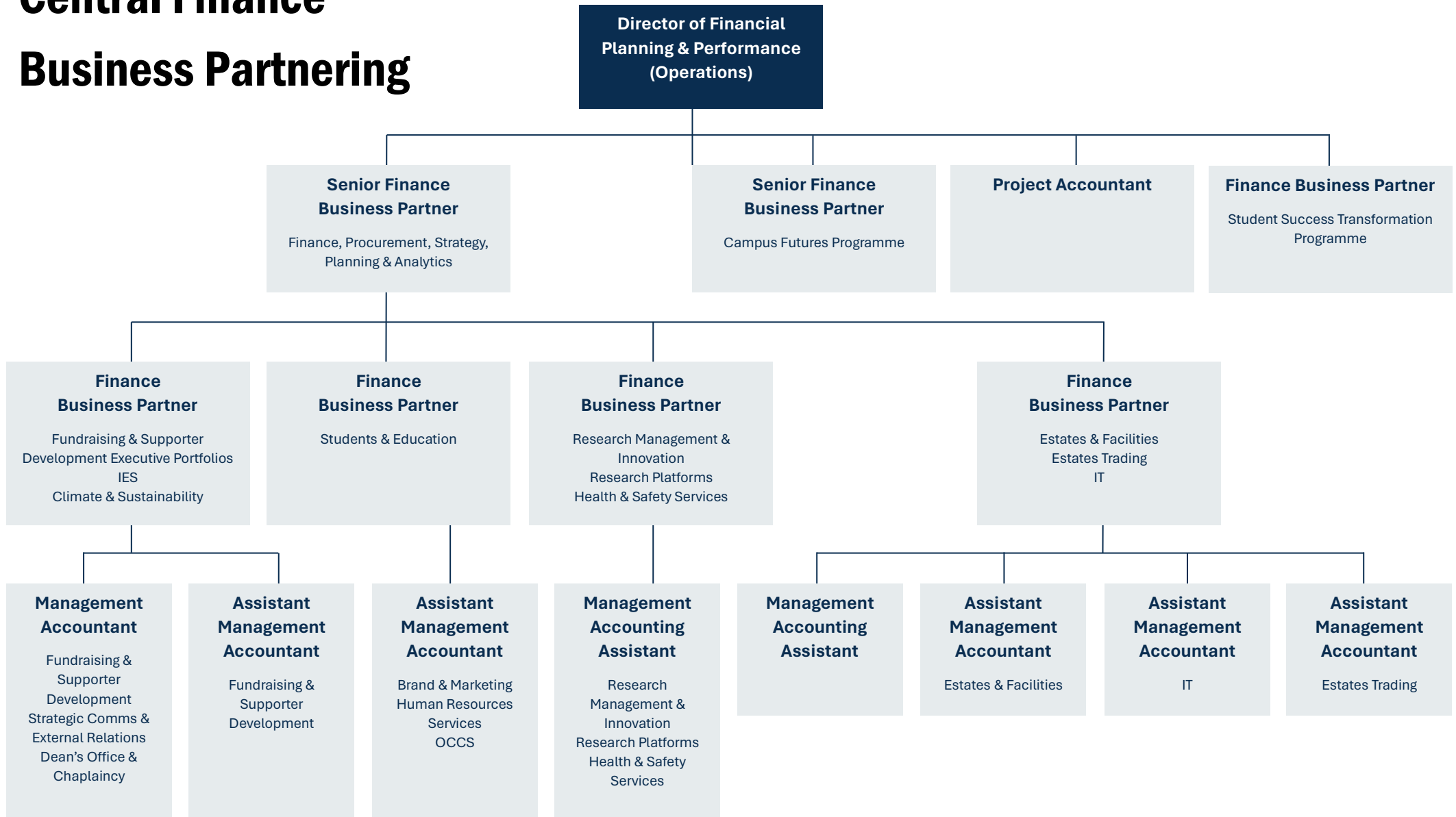
- Strategic and operational level financial planning, both long and short term, is delivered efficiently and effectively in partnership with other teams within Financial Strategy, Planning & Performance as well as other colleagues including IT, HR, Estates, Students & Education, Research Management, Strategy, Planning and Analytics teams
- With other key leads in the division, contributes to the definition and design of improved internal financial reporting
- In partnership with leadership and management, ensuring financial literacy, engagement and financial control are improved and embedded in day-to-day operations
- Keeping up to date with changes in the sector, service discipline and university in general that may impact on knowledge pertinent to being effective in the role.
- Play an active part in the Finance community and demonstrate a commitment to change, improvement and development both as an individual, a manager and in the provision of services to the university and outside stakeholders.
- Demonstrate the King's commitment to Equality, Diversity & Inclusion to enable everyone to participate and contribute fully to the university.

The above list of responsibilities may not be exhaustive, and the post holder will be required to undertake such tasks and responsibilities as may reasonably be expected within the scope and grading of the post.

## About the Finance Directorate

The Finance, Procurement, Strategic Planning and Analytics directorate, led by the Chief Financial Officer / VP (Finance), comprises c.150 roles located across all of our campuses in central London. The Finance department of c.100 roles provides various accounting, assurance, advisory, decision support and financial processing functions for the whole university.

# Central Finance Business Partnering



# Person specification

Key: **AP** – application, **AS** – assessment, **I** – interview, **E** – essential, **D** – desirable

## Education / qualification and training (AP)

- Professional Accountancy Qualification (E)
- Degree level qualification (D)

## Knowledge / skills (E, AP/I)

- Exceptional leadership skills and a service approach in your professional work
- Highly resilient with the ability to run multiple objectives, large senior teams and complex political processes concurrently
- Exceptional understanding of running and leading financial planning, monitoring, forecasting and business partnering in a complex and large organisation
- Ability to operate and deliver change and improvements in a complex organisational environment
- Exceptional business case financial appraisal and modelling skills
- Ability to communicate clearly and effectively in the written word and in person in a variety of formats including committee presentations and policy documentation

- Numerate and IT literate with the ability to use the standard suite of office software together with excellent knowledge of one or more corporate finance and reporting systems

## Experience (AP/I)

- Significant recent experience of leading business partnering, financial support and advice functions and services
- Experience of designing, delivering and improving capital reporting processes
- Leading teams to achieve complex and competing objectives over a variety of time horizons in partnership with other technical leads and partnered areas.
- Leadership of technical / professional staff who manage their own work and activities
- Experience of having worked in or with the university sector

## Personal characteristics/other requirements (E, AP/I)

- Ability to build and manage internal and external relationships
- Self-management and ability to work independently to meet deadlines
- Attention to detail and working to a high-level of accuracy

## Equal opportunities

King's College London recognises that equality of opportunity and the recognition and promotion of diversity are integral to its academic and economic strengths. The following principles apply in respect of the university's commitment to equality and diversity:

- To provide and promote equality of opportunity in all areas of its work and activity;
- To recognise and develop the diversity of skills and talent within its current and potential community;
- To ensure that all university members and prospective members are treated solely on the basis of their merits, abilities and potential without receiving any unjustified discrimination or unfavourable treatment on grounds such as age, disability, marital status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, trans status, socio-economic status or any other irrelevant distinction;
- To provide and promote a positive working, learning, and social environment which is free from prejudice, discrimination and any forms of harassment, bullying or victimisation;
- To foster good relations between individuals from different groups and tackle prejudice and promote understanding.

# Benefits

## Annual Leave

All staff get 30 days' leave per annum, which includes two wellbeing days. In addition to this, we offer four concessionary days between Christmas and New Year as well as bank holidays – if you work part-time this will be calculated on a pro rata basis. Your individual annual leave allowance will be detailed in your contract of employment

King's also offers other family friendly leave and pay policies

## Pension scheme

All pensions offered at King's are Defined Benefit and/or Defined Contribution schemes, offering a guaranteed rate of pension, ill health benefits and death in service insurance: USS

## Travel

- Cycle to work tax-free loan scheme
- Travel season ticket loan

## My King's Discounts

Gives staff access to a huge range of discounts on groceries, electrical, household and wellbeing products and services, travel and experiences.

All education sector staff, in any role, can also get discounts, cashback and vouchers on many other products and services, including: Costco, Discounts For Teachers, Health Service Discounts, STAR Card, Team London Bridge DealCard, and Totum.

## Childcare

Childcare Subsidy Scheme offers a 20% subsidy for children under 3 years of age who receive childcare from an Ofsted registered provider.

## Career development

Broad range of in-house training offers, professional staff networks, mentoring schemes, discounted language courses

## Health & Wellbeing

King's Sports and Fitness (gyms), eye tests and eye care, employee assistance programme

## Community enrichment (examples)

Everyone employed by King's can choose to spend up to three days per year doing voluntary work for another organisation or volunteering scheme, regardless of the role you have at King's

Also, King's Volunteering is your one-stop shop for discovering opportunities and building connections with people and organisations that are driving positive change in our local, national and international communities

## Other

Access to journal subscriptions.





**How to apply**

Please send your CV and cover letter (no more than 2 pages) to [KCL@allenlane.co.uk](mailto:KCL@allenlane.co.uk).

**Allen Lane Recruitment**  
33, King Street, SW1Y 6RJ  
020 3031 9613  
[info@allenlane.co.uk](mailto:info@allenlane.co.uk)  
[www.allenlane.co.uk](http://www.allenlane.co.uk)

## Timeline (indicative)

<b>Launch of the role:</b>	by Friday 26th April
<b>Application deadline:</b>	Sunday 19th May
<b>Shortlisting:</b>	w/c 27th May
<b>First stage interviews:</b>	w/c 3rd June
<b>Second stage interviews:</b>	w/c 10th June

This timetable is indicative and may be updated as the campaign progresses.

## Contact

For an informal discussion regarding this fantastic opportunity, please do not hesitate to give Bryony a call.

### **Bryony Thomas**

Business Manager

07921 334 625

[bryonythomas@allenlane.co.uk](mailto:bryonythomas@allenlane.co.uk)