

## **Job Detail**

(Overview, Role Detail and Person Specification)

# Finance Division

## **Finance Manager - Grade 8**

**(Ref: \*\*\*\*\*)**

**Role title: Finance Manager**

**Reports to: Assistant Director of Finance**

### **Overview**

The Finance Division is responsible for the overall financial management of the institution including subsidiaries. The division provides a full range of financial services to the university, including management and financial accounting services. The University has devolved systems of planning and budgeting and the Finance Division works closely with Academic Areas and Professional Services to maximise the opportunities for the University within an appropriate control environment. The Division maintains and develops the central finance systems, Agresso, and provides on-line access together with training.

As part of the University's Finance Division, the role is based within the Professional Services team, with the main focus being to support and deputise for the Assistant Director of Finance in providing a high level of decision support in an environment of significant change, and lead a business partnering team. There is a requirement for high quality systems and reporting to underpin the strategic development of the institution. The successful applicant will be responsible for maintaining and developing these aspects within central and professional services areas.

## Role Detail

### Role Purpose

To support the Assistant Director of Finance in the delivery of a high quality financial service to the University. As part of the Finance Division, the post is primarily supporting professional services areas along with University subsidiaries, supporting departmental leadership teams whilst undertaking their responsibilities for budgetary planning and control. The post holder will be expected to take responsibility for the accounting processes and the management of the day-to-day activities of the Professional Services Finance team, and deputise for the Assistant Director of Finance as required.

### Responsibilities

- Manage the day to day operation of the finance team, including the direct line management of the Assistant Management Accountant and Finance Officers within the Professional Services.
- Be responsible for the induction, mentoring and development of direct reports as well as supporting the development of the wider team.
- Take responsibility for the maintenance of the Professional Services coding structure, adapting it to meet changing requirements and supervise the maintenance of financial records relating to Professional Services and University Subsidiaries.
- Manage the budget records for Professional Services, including providing training in budget construction and interpretation for key account holders.
- Prepare and present budget / forecast reports on a monthly basis or as required to the Assistant Director of Finance, Director of Finance and Professional Services managers in a timely manner and presented to appropriate professional standards.
- Provide accurate and timely advice and guidance to Professional Services managers on financial issues in line with University policies and regulations.
- Be proactive in identifying relevant areas of risk and proposing mitigating solutions.
- Support the preparation of costing information for Professional Services managers, providing financial advice as part of the development of project business cases.
- Coordinate the work across the area in the financial management of the major funding streams which may be applicable to or managed by Professional Services (HEFCE, Bursaries, HEIF, Research bodies etc. as appropriate), liaising as required with appropriate Professional Services staff responsible for the data.
- Network with relevant bodies and individuals as appropriate (Other HEIs, NHS managers, partner institutions etc.).
- Deputise for the Assistant Director of Finance as required in the delivery of financial services to clients and in strategic developments including support in the preparation of business cases.
- Prepare financial and other returns to external stakeholders as required and, where necessary visit external partners to develop current and new business in support of the Director of Finance and Professional Services Leadership.
- Coordinate the annual, quarterly and month-end processes for the Professional Services area within the rules, guidance and timescales set out by the Director of Finance.
- Attend, contribute to and occasionally to lead committees, working parties etc. as required.

- To assist the Director of Finance in providing exemplary financial support within the University, including internal controls and checks.
- Perform any other duties appropriate to the grade as may be required by the Director of Finance
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy;
- Engage with the University's commitment to deliver value for money services that optimise the use of resources by maintaining a cost conscious approach when undertaking all duties and aspects of the role;
- Promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with University policy;
- This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

## Person Specification

### Qualifications

	The successful candidate should have:	Essential/ Desirable	Tested by* A, I, P, T
1	Possess a relevant accountancy qualification (CCAB accountancy qualification)	Essential	A

### Background & Experience

	The successful candidate should have demonstrable knowledge of:	Essential/ Desirable	Tested by* A, I, P, T
2	Experience of working within a finance function of an Higher Education Institution or similar	Desirable	A
3	Experience in Management Accounting techniques and practices	Essential	A/I
4	Significant experience of line management responsibilities	Desirable	A/I

### Knowledge

	The successful candidate should have demonstrable knowledge of:	Essential/ Desirable	Tested by* A, I, P, T
5	Computerised accounting systems	Essential	A/I
6	Developing and utilising reporting tools using computerised systems	Essential	A/I
7	Spreadsheets (Excel) to intermediate/advanced level	Essential	A/I/T
8	Budgeting & monitoring techniques and practices	Essential	A/I
9	Costing techniques	Essential	A/I

### Skills & Competencies

	The successful candidate should demonstrate:	Essential/ Desirable	Tested by* A, I, P, T
10	Well developed problem solving analytical skills	Essential	A/I
11	Ability to coherently present and report detailed financial information (written and verbal)	Essential	A/I/P
12	Well developed interpersonal skills with the ability to communicate with all levels within the organisation	Essential	A/I/P
13	Self motivated and proactive approach to tasks	Essential	A/I
14	Ability to work accurately to deadlines	Essential	A/I
15	Proactive approach to meeting the needs of clients	Essential	A/I
16	Ability to work and contribute towards the work of a professional finance team	Essential	A/I

**A = Application form I = Interview, P = Presentation, T = Test**

Details of any assessments required will be provided in the invitation to interview letter.

- Appointments to grade 7 and above will normally include a competency based interview and presentation and in some instances a work based simulation exercise.

### **Candidate guidance**

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**\*\*In order to fully meet the essential criteria candidates must show clear evidence of how they meet the criteria. Simply stating that you have a skill or experience in an area is not sufficient, you must provide a clear example to show how you have met each of the criterion you address\*\*.**

## Departmental Management Structure

