



POINT THE WAY AHEAD

Head of SAP & Finance Systems

RECRUITMENT PACK – November 2024

WE ALL HAVE IT IN US

Born in the 60s, the University of Warwick has always been a forward-facing organisation and today is no different; we're still here to point the way ahead.

As the world faces a future of faster, more profound change, with all the possibilities, pressures and uncertainty that brings, we know the role of higher education will be more vital than ever.

We do what we do at Warwick because, even in the face of this uncertainty, we believe we all have it in us to find the answers and make a better world. Especially when we're powered by knowledge, curiosity, creativity and compassion.

Professor Stuart Croft

Vice-Chancellor and President



Ranked 69th in the 2025 QS world rankings and 9th in the 2025 UK Times rankings, Warwick is one of the world's leading universities for teaching and research. With an absolute commitment to excellence and an ambition to challenge the status quo, we've inspired positive change, sparked innovation and created opportunity across our local community, our region, the country and beyond.

Our campus, on the border between Coventry and Warwickshire, is home to over 28,000 students and 7,000 staff. You'll be joining a diverse, innovative and globally connected community committed to igniting real world progress. Here at Warwick, we offer you opportunities to follow your ambitions as long as you bring the energy and determination to succeed.

We're incredibly proud of our global reputation as a centre of excellence for learning and research. It is our mission to point the way ahead and open our doors even wider – to work hand in hand with industry, to connect with academics and partners around the world, to bring opportunity to our region and our country, and to engage students, staff and communities from all walks of life, all parts of society, all cultural backgrounds.

THIS IS WARWICK



In 2030, our University will be larger than now, both in our student population and our research. That growth will be sustainable and will never compromise on quality.

Our growth will be particularly in STEM subjects (science, technology, engineering) and Social Sciences, but will also build on our other existing strengths across all our disciplines.

Our research will be, without exception, world class: increasingly international and multidisciplinary; always seeking to create knowledge which has a genuinely transformative effect. From plastics to poverty, our aim will be always to impact positively on the world's major societal, industrial and cultural challenges.

Whether it is challenge, curiosity or career aspirations that drive our students, our education and student experience will provide a diversity of exciting opportunities: more research based, more international, with greater interdisciplinarity. A Warwick education will not only prepare our students for productive employment, it will enable them to impact still more powerfully on their worlds.

WARWICK IN 2030



By further enhancing our IT infrastructure to align with our growth aspirations, we will create a robust digital environment that supports our students and staff in their studies, collaborations, and research initiatives. This investment in technology will facilitate seamless communication and cooperation with industry and community partners both locally and globally.

Our talented staff and students will be our priority, and we will ensure they have secure, reliable access to cutting-edge technology and resources, regardless of their backgrounds. Engaging in learning, working, and partnering with Warwick will provide an exceptional digital experience, fostering innovative approaches to education and collaboration. Through improved IT infrastructure, we aim to support sustainable practices, enhance access to training and development opportunities, and champion wellbeing services, sports, and cultural activities—all contributing to a vibrant community both on and off campus.

WARWICK IN 2030



By 2030, Warwick will be one of the world's exceptional universities, helping to transform our region, country and world for the collective good.

Above all, life at Warwick will be underpinned by an unchanging set of values based on openness, diversity, respect and trust. We will defend academic freedom, welcome difference and always challenge and stand up to intolerance, prejudice and unacceptable behaviours. In all that we do and seek to achieve, we must and will ensure the sustainability of our University in all senses – financial, social and environmental - by embedding innovative sustainable development ambitions and practices throughout our strategic plans and activities. This means realistic and robust financial planning; nurturing and developing our staff, students and communities in an inclusive way; utilising more efficient fuels, transport and energy generation methods, and making our campus greener, more attractive and more welcoming.

WARWICK IN 2030



You'll be joining us at an exciting and challenging time. Higher education is under pressure to respond to the demands of a changing world. People are looking to us to tackle the big questions we're all facing and to enable and inspire the next generation to take on the future.

At Warwick we're rising to the challenge. Over the last 3 years we've worked together to reaffirm our purpose, to articulate the belief that drives us and write a story for ourselves that connects our founding spirit to our future ambition. Through our refreshed university strategy, we're setting ourselves the task of leading the way ahead in everything we do, across all our academic faculties, our professional services, our culture and our interactions with people and society.

We're looking for leaders who can help us seize this moment. Pragmatic idealists who are prepared to set a course for the future and ready to roll up their sleeves to make it happen.

GET READY TO LEAD



We've always believed in the power of bringing together different kinds of people, with different life experiences, different backgrounds and different ways of thinking. Having a diverse culture doesn't always make life easy but it's a price worth paying for the creativity it brings and for the chance to pass on opportunity more broadly and more fairly.

Your energy, your ingenuity and your leadership experience will be critical but above all, we'll need you to bring your own unique perspective and your appetite to listen, learn and adapt.

SEEKING OUT DIFFERENCE



A photograph of a modern building with a large, overhanging roof structure. The roof is supported by a network of dark metal beams and has a wooden lattice pattern. The building's facade is composed of light-colored, vertically-oriented panels. In the foreground, there is a courtyard area with several large, dark planters containing various plants and flowers. A sign on the building reads "PROF. LORD BHATTACHARYYA BUILDING".

LEAD A WORLD-CLASS FUNCTION

PROF. LORD
BHATTACHARYYA
BUILDING

Head of SAP & Finance Systems

Reporting to the Deputy Finance Director – Commercial & Systems

Are you ready to shape the future of SAP and finance systems for a dynamic, forward-thinking organization? As our SAP Team Lead, you'll take the helm of a talented team of technical and business analysts, driving day-to-day operations and spearheading transformation projects. You'll craft strategies, deliver cutting-edge solutions, and ensure our SAP systems remain at the forefront of technology while meeting the evolving needs of the organization. This includes:

- Working across departments to unlock the full potential of SAP and other finance systems
- Extend functionality, improve reporting, integrating new systems
- Empower teams to deliver real value
- Collaborate with senior leadership to monitor performance and propose innovative developments
- To keep the organisation ahead of industry trends
- Manage high-profile system upgrades
- Lead impactful training programmes and foster best practices across the SAP community

Head of SAP & Finance
Systems

Principal accountabilities

Strategic Leadership and Development

Lead on SAP and other Finance Systems developments; including writing project proposals & strategy documents. The SAP Team delivers constant improvements to SAP in both a proactive and reactive way, maintaining the SAP system to the latest releases and delivering new functionality. The Team also reacts quickly when new unforeseen needs arise. It is important that the strategy is both coherent and flexible.

Provide expertise and guidance to departments and the Team about the best use of SAP and other Finance Systems.

Liaison with other departments especially IT Services and Finance. SAP is used across the whole University and its subsidiary companies, therefore the post-holder needs to ensure that best use is made of SAP by departments, whether that is by extending SAP functionality, improving reporting or interfacing to other systems.

Guide departments to understand the ramifications of their requirements and consider the options and assist departments in preparing business cases and detailed specifications for SAP improvements.

Report to Finance Office Senior Management on developments, progress and possible projects.

Provide KPI's to monitor the performance of SAP (and other systems) and the SAP Team.

Prepare reports and proposals for Senior Management, making recommendations and leading on implementation.

Prepare updates on SAP technology for briefings staying abreast of developments and advising where they might be applicable.

Head of SAP & Finance
Systems

Principal accountabilities

Leadership and People Management

Lead the SAP Team (technical and business analysts) and manage workloads and projects to plan and deliver day to day systems maintenance and support, alongside development projects; supporting two-way communication between the Team and University-wide stakeholders.

The SAP Team supports 800+ SAP Users across a range of modules covering Finance, Sales, Purchasing and Stock Control across the University and its subsidiary companies.

2700+ users of the OPeRA eProcurement system are trained and supported by the team.

SKY mobile technology is developed and supported for the Campus & Commercial Services Group.

Planning the annual patching round, co-ordinating with Finance and other key departments as to timing, assigning work packages, preparing project highlight reports, ensuring projects delivered on time.

Manage the integration between SAP and other systems around campus (SITS, HR, Kinetic, Madgex etc.).

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Principal accountabilities

Culture and Engagement

To lead on embedding a values-based culture of continuous improvement, professionalism, inclusivity, teamwork, respectfulness, and customer service.

To build and maintain effective partnerships and relationships with supplier and user communities to ensure the University is kept abreast of developments in the Finance Systems Field.

Exert influence within the UK HE Sector User Group, building key relationships in the SAP community in order to gain early exposure to SAP developments looking for opportunities to collaborate with SAP / partners / other institutions on SAP development.

Lead on the provision of Training for users of SAP and other Finance Systems. Lead User Groups to spread best practice.



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Person specification

Qualifications:

- A degree or equivalent level professional qualification
- PRINCE 2 Practitioner or equivalent

Previous Experience:

- Senior Management experience with a large complex organisation
- Extensive knowledge of ERP systems across a range of modules
- Leading on systems improvement
- Leading complex projects in complex environments



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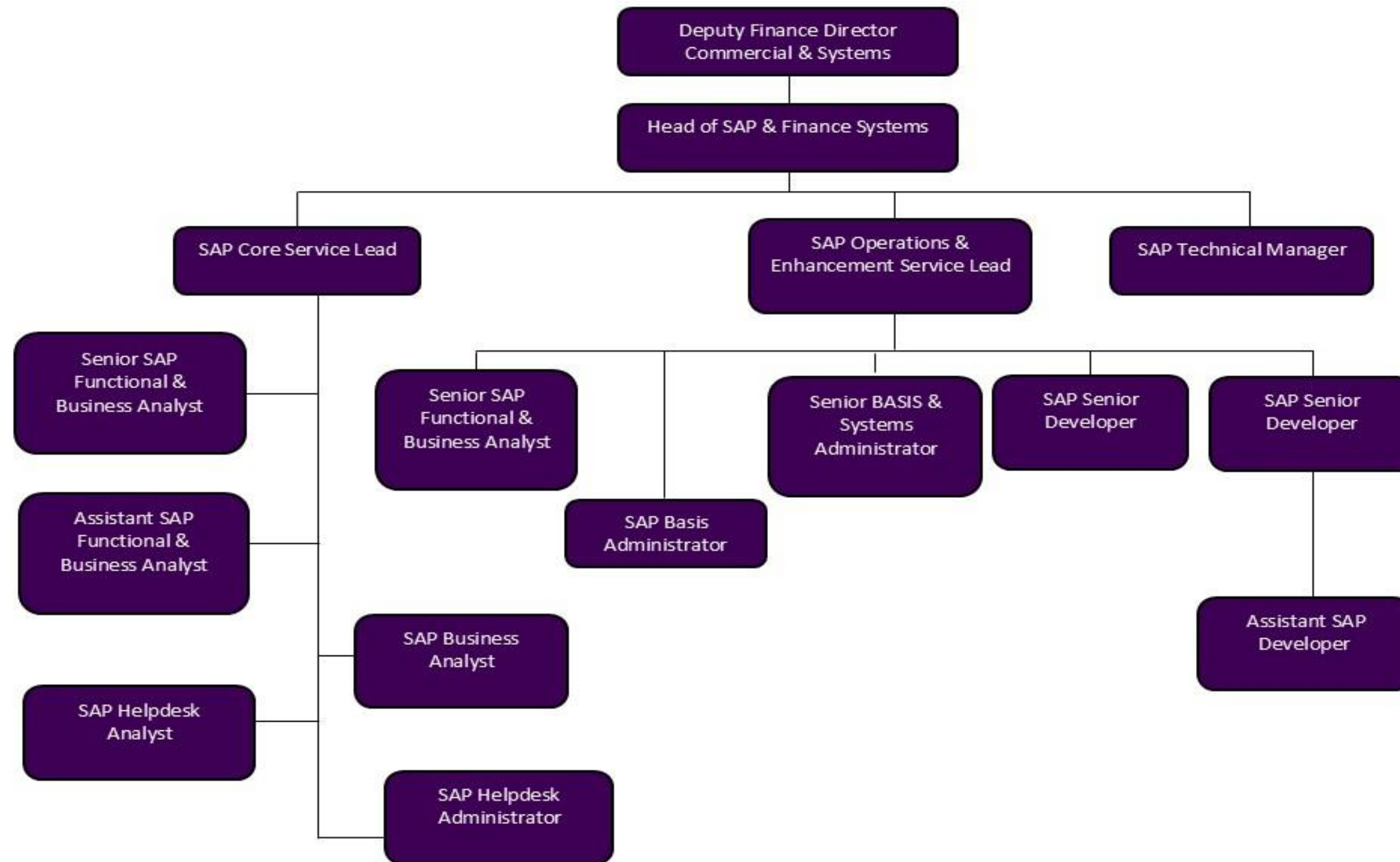
Person specification

Knowledge and Skills:

- Ability to lead teams, achieving deadlines and motivating staff .
- Excellent communication skills, particularly for explaining IT concepts to non-IT staff
- Process improvement
- Knowledge of key SAP modules FI-CI, SD, MM
- Ability to deliver project management in a complex environment
- Stake holder management
- Strategy development
- Requirements gathering and specification writing
- Awareness of the role of a Business Analyst
- Creativity in problem solving

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The Team



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A great place to work

Warwick is a fantastic place to work, a place where you should expect the unexpected. No two days are the same, and plenty of perks come with this role.

Core benefits

- Competitive salary
- Attractive pension scheme with excellent employer contributions
- Generous annual leave to keep you energised
- Relocation support (if applicable)

Recognition

- Senior performance and remuneration review
- Recognition scheme to celebrate the excellence and contribution of staff
- Staff awards to recognise peers and colleagues and their great work

Health and wellbeing

- Employee Assistance Programme (EAP), a confidential support service to help you through any of life's issues or problems
- Discounted private healthcare and cash plans to keep you and your family happy and healthy
- Health and Wellbeing policies

Learning and development

- Development opportunities including workshops, coaching and more
- Discounted private healthcare and cash plans to keep you and your family happy and healthy
- Health and Wellbeing policies

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A great place to work

Fitness and lifestyle

- Warwick Sport offers discounted gym membership in incredible facilities
- Flexible and hybrid working to help your work/ life balance
- Warwick Arts Centre offers seasonal staff discounts for its programme of events

Family

- Family friendly benefits including maternity, paternity, shared parental leave and adoption leave, career break and Time Off for Dependents for that vital family time
- University Nursery and Children's Services in a convenient on-campus location
- Warwick Family activities including family days and events in the Arts Centre

Transport

- Cycle to work scheme
- Car share scheme
- Electric car scheme

As well as those listed above, there are many other benefits of working at Warwick. Find out more at www.warwick.ac.uk/benefits



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How to apply

The University of Warwick has appointed SearchHigher as their recruitment partner for this campaign.

Please apply by submitting a CV and cover letter in Word Document format to enquiries@searchhigher.com or email Gary Checketts for an informal discussion on gary.checketts@warwick.ac.uk.

We're proud of our diverse community and are committed to ensuring equality of opportunity for all, fostered in an environment of mutual respect and dignity. We strongly encourage individuals from all backgrounds to apply for this role.

The closing date for applications is 5 January 2025.

We know that attracting the highest quality staff is fundamental to achieving our aims. We're committed to ensuring that our recruitment and selection practice is professional, fair and effective.

Find out more at www.warwick.ac.uk/services/equalops.

