

Job Description & Person Specification

Professional Services and Senior Manager (excluding VCE) roles

JOB DESCRIPTION

Job title	Director of Finance
School/Department	Finance
Location	Paisley
Reporting to	Vice Principle
UWS grade	SS3
FTE	1

Job summary

Working closely with the senior management team, the postholder will provide financial leadership and strategic direction to the University. The post-holder will work collaboratively with members of the senior leadership team and support the Vice-Chancellor's Executive Group to ensure the financial strategy delivers strong academic and management frameworks to ensure excellence in learning and teaching as well as research, enterprise and knowledge exchange for students, staff and other stakeholders whilst ensuring financial sustainability.

The Director is responsible for the financial management and the financial integrity of the whole University. The postholder will ensure appropriate governance and financial regulations are upheld with overall focus on the relevant committees at the highest level within the University.

People & finance responsibilities

People	<p>The Director of Finance leads and manages:</p> <ul style="list-style-type: none"> ▪ two direct reports, being the Head of Finance and Head of Procurement ▪ the Finance Department of c 28 FTE staff, with a budget of £1.7m
Finance	<ul style="list-style-type: none"> ▪ The University turnover is £168m pa and capital budget of up to £15m ▪ The Director is responsible for University-wide, centrally controlled budgets, such as insurances, audit fees, bad debts, pension provisions, accommodation discounts totalling £4.5m pa. ▪ The Director is accountable for ensuring the efficient and proper procurement of £20m of goods and services pa, ensuring best value is obtained for the University, correct tendering is carried out and that European regulations are adhered to in all required cases. ▪ There is a requirement for some UK travel and less frequently overseas travel.

Key responsibilities

Key Result Areas:	
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- Create, implement and monitor the University’s financial strategy, ensuring that it underpins the University’s corporate strategy and statutory obligations and requirements, including the conditions of the financial memorandum with the SFC.
- Provide the Vice-Chancellor’s Executive Group and the University Court with strategic advice, oversight and analysis of reports in support of long-term financial sustainability of the University.
- Ensure that all financial governance procedures and adherence to financial regulations are in place across the institution and that all relevant committees have the necessary information and advice to safeguard the continued financial integrity of the University.
- Advise the Vice-Chancellor’s Executive Group and the University Court and its relevant Committees on the discharge of their respective responsibilities for the stewardship of the institution and reporting on its short, medium and long-term financial position on a continuing basis.
- Provide professional leadership for the continual development and modernising of the Finance Department and ensure the highest professional standards are maintained and developed.
- Recruit, retain and manage high quality staff, motivating staff positively and providing them with excellent support and continuing professional and career development in line with University policies and procedures.
- Be a key contributor to the development and implementation of the University’s strategies, policies and plans. Contribute to negotiations and provide key information to support the commercial, financial and propriety aspects of major contracts and strategic developments concerning the University. Provide high level support and input as well as leading specific aspects of such negotiations as they relate to other strategies, including financial aspects of the IT and Campus Services operational plans.
- Contribute proactively to the strategic planning process, including the definition of institutional goals and targets, modelling and delivery of the financial framework within which these strategic options and plans are developed.
- Lead and direct the budget process to support the University’s strategy and business plans.
- Oversee the institution’s policies and procedures for procurement.
- Work closely with the Vice Principal to deliver the University’s response to Transparent Approach to Costing (TRAC) and Full Economic Costing (FEC).
- Co-ordinate corporate reporting needs and delivery to enable the senior management team to monitor performance against its Corporate Strategy.
- Ensure compliance with all statutory requirements and effective stewardship and use of public funds.

Job scope

Planning and organising	<ul style="list-style-type: none"> • Within the broad remit, the post holder works autonomously in delivering the objectives of the role.
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	<ul style="list-style-type: none"> • Responsible for the development of the Finance strategy and ensuring its implementation. • Plan accordingly to achieve the university's on-going financial goals and deliver the long-term Corporate Strategy, in conjunction with senior colleagues. • Respond to new and complex emerging situations, identifying and submitting proposals for specific projects, leading progress towards implementation. • Communicate and brief Head of Finance regarding the timescales for all financial and budget planning processes to enable them to set appropriate deadlines and targets for their teams. • Use high level leadership knowledge and expertise to deal with complex challenges or initiatives arising.
Decision making	
Framework and boundaries	
Working relationships	<p>Working Relationships: The Director of Finance's working relationships are very significant with university-wide impact, with key working relationships both within and outside the University.</p> <p><u>Internal:</u></p> <ul style="list-style-type: none"> • Work closely with the Vice-Chancellor's Executive Group and Leadership team, facilitating the implementation of university wide change agendas, providing key financial information and plans and engaging and persuading colleagues across the University. • In particular, work closely with the Director of Campus Services in relation to commercial aspects of Estate related property transactions. <p><u>External:</u></p> <ul style="list-style-type: none"> • Represent the University on a range of external bodies and groups including Scottish Funding Council groups, Scottish Finance Directors Group, APUC and other Higher and Further Education institutions to ensure the University is properly represented. • Build strong professional relationships with External Auditors and other financial advisers, as well as significant suppliers of goods and services to ensure the University requirements from these areas are delivered with maximum value for money.

PERSON SPECIFICATION

Qualifications

			Evidence A = Application I = Interview
Essential	QE1 QE2	<p><u>Qualifications</u></p> <ul style="list-style-type: none"> • A higher degree level education. 	

		<ul style="list-style-type: none"> ▪ Professionally qualified accountant; Chartered Accountant or other relevant qualification. 	
Desirable	QD1 QD2		

Experience

			Evidence A = Application I = Interview
Essential	EE1 EE2	<p><u>Experience</u></p> <ul style="list-style-type: none"> • Significant financial and related experience in very senior management / Board level roles, preferably some of which is within the HE sector. • Demonstrable experience of successfully leading and implementing major financial and procurement strategies in a changing environment. • Significant experience as an effective leader and manager of a multi-disciplined finance department. • In-depth and high level technical expertise in the fields of financial accounting, management accounting, major project management and procurement. • A clear focus on results with a track record of successful delivery at senior level, preferably but not exclusively within the HE sector. 	
Desirable	ED1 ED2		

Skills

			Evidence A = Application I = Interview
Essential	SE1 SE2	<p><u>Skills</u></p> <ul style="list-style-type: none"> • Excellent communicator with the ability to present complex financial matters to non-financial managers both orally and in writing. • Commercially astute with strategic level skills in financial and management accounting. • Committed to continuing professional development, not only personally, but also for the Finance and Procurement teams. • Outstanding communication, interpersonal and influencing skills including the ability to establish credibility and trust with internal and external partners. • Outstanding financial acumen. • Ability to build effective partnerships and 	

		<p>collaborations between individuals and stakeholder groups.</p> <ul style="list-style-type: none"> • Change leadership and management impacting strategy, operations and culture. • Confident, evidence based decision making, balancing opportunity and risk. • A creative, solution focused approach to solving complex matters. • A strong customer ethos and high quality standards. • Values diversity and difference, operates with integrity and openness, and encourages collegiality through an engaging leadership style. 	
Desirable	SD1 SD2		

Knowledge

			Evidence A = Application I = Interview
Essential	KE1 KE2	<p><u>Knowledge</u></p> <ul style="list-style-type: none"> • Significant knowledge of all areas of management, financial accounting and related areas including, procurement, risk management, audit, banking and taxation. • Extensive knowledge and understanding of the systems, business information, policies and procedures required to support senior management in the formulation of strategic direction. • IT literate in particular in financial and other relevant systems. • Extensive knowledge of the financial and statutory regulations, accounting practices, governance and principals applying to Universities. • Comprehensive understanding of the issues facing Higher Education in Scotland and an understanding of the Government's Higher Education agenda particularly as it affects the finance function. 	
Desirable	KD1 KD2		

Behaviours

Evidence

			A = Application I = Interview
Essential	BE1 BE2	<ul style="list-style-type: none"> • Professionalism, commercially astute. • Experienced strategic executive leader. • Team oriented with ability to build and lead teams. • Able to work with highly motivated individuals at the top of their profession. 	
Desirable	BD1 BD2		

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