

Candidate Information

Position: Corporate Finance Manager
School/Department: Research and Enterprise
Reference: 19/107753
Closing Date: Friday 30 August 2019
Salary: £40,792 to £50,132 per annum
Anticipated Interview Date: Wednesday 18 September 2019

JOB PURPOSE:

To provide commercial financial expertise and awareness to both QUBIS and the Boards and Senior Management Teams of QUBIS portfolio companies, and to provide a comprehensive, professional financial accounting service to both the Director of Innovation/QUBIS CEO and the Head of Spinouts and Investments with a remit to produce timely business critical information and analysis on funding projections for grant and investment purposes.

MAJOR DUTIES:

1. Actively seek to develop new streams of investment capital for the QUBIS portfolio e.g. the development of an EIS/SEIS fund around existing and future QUBIS and the NXNW deal flow.
2. Working with the Boards and Senior Management of existing and new portfolio companies to produce financial projections for investment funding rounds.
3. Working with the Boards and Senior Management of existing and new portfolio companies to produce financial projections for grant support.
4. Provide corporate finance advice and guidance to the QUBIS portfolio companies.
5. Identifying new potential sources of financial grant support for portfolio companies.
6. Compiling and updating company registers for QUBIS portfolio companies.
7. Preparation and analysis of share capital structures for existing portfolio companies.

Planning and Organising:

1. Plan, develop and manage the strategic direction of domain focused technology transfer in line with the University's Vision, Research and Enterprise objectives and key tasks, and the QUBIS Business Plan.
2. Plan, direct and organise the activities of professional and administrative staff within the team.
3. Plan, develop and manage programmes of work which ensure an increased stream of income from technology transfer and spinout activity.
4. Participate as a member of the Research and Enterprise directorate contributing to overall strategic planning.

Resource Management Responsibilities:

1. Manage resources/budgets for knowledge exchange where appropriate to ensure maximum value is delivered for resources deployed.
2. Contribute to resource and budget planning within Research and Enterprise directorate and day-to-day management of a spin-out/ spin-in company portfolio.
3. Contribute to the financial reporting for commercialisation, the patent portfolio and client relationship management systems.

Internal and External Relationships:

1. Liaise and network with staff, primarily at management level, across the University on issues related to the work of the directorate and knowledge exchange.
2. Management of key relationships with spin-out companies and organisations in the private sector as 'clients'.
3. Liaison with entrepreneurs, investors and partners in the development of spin-out ventures.

4. Promote University's intellectual property and 'know how' at both internal and external meetings/events to ensure that University's interests are appropriately represented and acted upon.
5. Contact with other areas of the University to develop new/improved processes and supporting systems.
6. Interact externally with other tech technology transfer organisations nationally and internationally to collaborate and co-ordinate policy/best practice developments.
7. To work with others within the directorate, especially the Commercial Development, Business Alliance and IP and Contracting teams, to ensure a joined up approach to commercialisation across stakeholders, partners and funders.

ESSENTIAL CRITERIA:

1. Honours degree or equivalent in any subject.
2. A member of a recognised accountancy body.
3. Minimum 4 years of relevant experience in an accounting/finance environment.
4. Minimum of 2 years post qualification experience.
5. Robust spreadsheet skills (Excel).
6. Excellent report writing and presentation skills with a well-developed critical and analytical approach to reviewing documentation.
7. Excellent presentation skills with the ability to communicate both orally and in writing and relate to others at all levels both internally and externally.
8. Excellent analytical skills and strong commercial awareness.
9. Ability to work independently.

DESIRABLE CRITERIA:

1. Experience of EIS and or SEIS investment schemes.
2. Experience of preparing grant and equity funding models.
3. Working knowledge of Mergers & Acquisitions.
4. Experience of online accounting packages e.g. Xero.
5. Takes ownership for and delivers results.
6. Strong stakeholder management; the ability to manage a range of stakeholders both internally and externally, and the resilience to challenge them.
7. Ability to identify and evaluate commercial and financial risk, and to take steps to mitigate risks and/ or to drive value add.
8. Demonstrate creative thinking and innovation with an ability to convey the complex in a simple and meaningful manner.