



## Candidate Information

<b>Position:</b>	Senior Finance Leaders
<b>School/Department:</b>	Finance
<b>Reference:</b>	22/110450
<b>Closing Date:</b>	Monday 30 January 2023
<b>Salary:</b>	£54,949 - £63,673 per annum.
<b>Anticipated Interview Date:</b>	Monday 27 February 2023

### Job Purpose:

As a senior member of the Finance Directorate, you will ensure the delivery of consistently high-quality professional services across a number of Finance functions, with the aim of delivering the ambitions in the University's Strategy 2030. The scope of the roles available include: Corporate Accounting and Reporting to deliver professional financial management, financial planning, management accounting and reporting services across the full scope of University business; Commercial Accounting to develop and enhance the provision of professional financial services in support of existing and planned growth in commercial activities throughout the University, to include Finance leadership in support of the University's Innovation Centres as part of the Belfast Region City Deal programme; and; in leading the Finance Business Partnering function to provide leadership to deliver consistently high-quality services to the full range of stakeholders that Finance supports across the University.

### Main Activities/Responsibilities

#### As Head of Corporate Accounting and Reporting:

1. Provide effective leadership of the Corporate Accounting Team to ensure delivery of a professional financial management, financial planning and analysis, management accounting and reporting service across the full scope of University business.
2. Lead the preparation of detailed annual budgets and financial operating plans and ensure that these are regularly reviewed and updated and that they accurately reflect the underlying level of activities within the context of broader University Strategy.
3. Lead the development of a Financial Reporting Strategy and co-ordinate the provision of a suite of dynamic financial management reports to support the business and decision-making and the preparation of external financial returns.
4. Co-ordinate the production of the University's monthly management accounts and development of timely and accurate Corporate information including production of the University's Financial Forecasts (5-year financial strategy) and Estimates (current and one year ahead) and Corporate Financial Report (in-year).
5. Support the development and implementation of the University's Financial Strategy, allocation of resources and a new financial operating model.

#### As Head of Commercial Accounting:

1. Lead a programme of work to review and develop the provision of professional financial services in support of existing and planned growth in commercial activities/projects and partnership arrangements.
2. Review and update University policies, business processes and IT support systems in respect of a wide range of commercial activities covering business planning, costing, pricing, financial management, accounting, compliance, monitoring and reporting.
3. Provide leadership in the development and implementation of sustainable financial operating /business models for the University's three Innovation Centres as part of the Belfast Region City Deal programme.
4. Lead Finance input in the development of strategically important, international partnerships and new academic development and professional services opportunities.
5. Provide professional finance expertise in the development and agreement of commercial contracts.

#### As Head of Business Partnering:

1. Lead the provision of comprehensive, professional service to a broad range of stakeholders across the full scope of Finance functions and University activities in Faculties and Professional Services.

2. Ensure an effective and productive partnership between the Finance Directorate and our stakeholders throughout the University and support the development and implementation of a new financial operating model.
3. Develop, co-ordinate and manage a high-quality and consistent framework of finance business partnering.
4. To include responsibility for business partnering in Faculties.
5. Develop the role of the Finance Business Partner to best meet the changing needs of the business.
6. Ensure the preparation of high-quality financial plans in order to produce the University's strategic plan and provide guidance and support to non-financial users with their understanding of complex financial information.

**Generic responsibilities:**

1. In partnership with the business areas, implement and manage a framework to facilitate the preparation accurate and timely in-year estimates of financial performance which are representative of trends, taking account of any potential operational risks and opportunities to pre-defined deadlines. These estimates are consolidated into the Corporate Estimates which are presented to the University Management Board and Planning and Finance Committee.
2. Implement and manage a process of regular reviews of performance against budget/plan/approved targets and provide detailed analysis and commentary on performance highlighting and understanding the key drivers of variances arising. Highlight emerging financial and related performance issues and lead the development action plans.
3. Co-ordinate the preparation of economic/ business cases for investment, adhering to both internal and external funder requirements.
4. Ensure that financial and information solutions are in place to enable the regular and systematic review of actual performance against budget/plan, both in financial and non-financial terms, and to support the development of the Financial Systems Development Plan.
5. Management of accounting and reporting arrangements for a range of special initiatives projects funded from the Department for Economy (DfE) or other funding bodies, ensuring the external reporting and accounting requirements are met to enable maximum drawdown of funding. To work with project leads to ensure financial performance is tracked accurately and that maximum financial benefit is derived from resources available within the funding period.
6. Provide expertise and leadership in support of new business development opportunities and ensure that plans are developed, and decisions informed, by a clear understanding of the financial/commercial issues arising.
7. Lead the development and delivery of a comprehensive Finance Training Programme to meet the needs of a wide range of stakeholders with financial responsibility across the University.
8. Represent the Finance Directorate on University Committees and working groups and with external stakeholders and partners, and act as a key conduit/partner between the Schools, Faculties, Professional Services areas, and the Finance Directorate.
9. Manage a team of staff across a range of grades and skills mix to ensure that work is planned, monitored, and delivered at a high-quality. Provide guidance and support for staff on all personnel matters to ensure that each team member is supported as necessary and provided with the tools to deliver to the best of their ability. Also ensure that all staff create a personal development plan and facilitate staff to achieve their career ambitions.
10. Act as a pro-active member of the Finance Directorate Senior Management Team, contribute to the strategy and direction for the Directorate, and any other duties as required by the Director of Finance.

**Planning and Organising:**

1. As a key member of the Directorate leadership team, lead on resource and budget planning to ensure that the necessary resources are available to achieve the Directorate plans.
2. Responsible for planning, leading, and directing all of the activities of the team to facilitate the day-to-day operational objectives of the unit along with contributing to the attainment of Strategy 2030.
3. Manage service provision in an efficient and effective manner to ensure the delivery of a first-class service.
4. Lead on the systematic review, where required, of business delivery models aimed at improving Finance services.
5. Provide leadership for planning, coordinating, and monitoring a number of key financial processes within the University such as: Institutional 'Annual Budget', quarterly in-year estimates, 5-year financial forecasts (5-year strategic planning process, monthly management accounts, corporate funding model).
6. Co-ordinate the activities of staff from other core functional areas of the Finance Directorate with the inclusion of the financial impact of the University's strategies including People and Culture Strategy, Estates Strategy, Research and Innovation Strategy, Education Strategy and Faculty and Professional Services Plans.
7. Develop and advise senior management on revised Finance policies and ensure the effective delivery of underpinning procedures.
8. Provide a high level of professional financial management expertise to strategically important project groups.

**Resource Management Responsibilities (E.G. People, Finance, Equipment):**

- 1 Line management responsibility for a team of staff to ensure a professional, high level financial management service is provided to budget holders and resource managers.
2. Preparation of the consolidated estimates (annual) and financial forecasts (5 year) for the University for presentation to the University Management Board and Planning and Finance Committee.
3. Maintenance and monitoring of detailed analysis of actual outturn against plans with emphasis on key areas including:
  - University's consolidated Income and Expenditure position.
  - Budgetary performance in Faculties, Professional Services and institutional expenditure items.
  - Special Initiatives.
  - Business Plans.

**Internal and External Relationships:**

1. Ensure that a professional financial management service is provided to all Finance stakeholders, internally and externally to the University. This involves ensuring that the needs of stakeholders are identified and that Finance services are delivered to meet these needs in an efficient and effective manner.
2. Develop, implement, and manage a set of key performance indicators for the team aimed at ensuring that high standards of work and service are consistently delivered.
3. Ensure close working relationships are developed and maintained across the Finance Directorate including Faculty Finance teams and the Finance teams in the Student Plus and MRCI Directorates.
4. Co-ordinate the delivery of a process for reporting the Corporate financial performance at Faculty/Professional Services level.
5. Lead the promotion of the continuing development of increasing financial management awareness throughout the University.
6. Develop relationships with Finance colleagues in the HE Sector in the UK and Ireland.
7. Represent the Finance Directorate and provide financial management expertise through representation on a number of working/steering groups within the University.
8. Support the Interim Director of Finance in relationships with external parties including legal advisors, funding bodies, Department for the Economy, and partners including INTO, Belfast City Council and Dubai Health Care City.
9. As a member of the Directorate's Senior Management Team, contribute to the strategy and direction for the Directorate.

**Essential Criteria:**

1. An Honours degree {or equivalent qualification) in a relevant subject.
2. A member of a recognised accountancy body (ACA, ACCA, CIMA, CIPFA equivalent).
3. A minimum of 5 years' recent relevant post qualification experience in an accounting/finance environment.
2. Experience in leading the financial elements of business plans for complex initiatives including applying a commercial perspective to the decision to proceed.
3. Experience in the delivery of comprehensive, professional service to a broad range of stakeholders across a range of Finance functions.
4. Experience of operating budgeting and resource allocation systems in a complex environment.
5. Experience of management of high-quality professional services to stakeholders to meet their requirement and those of the organisation.
6. Experience of managing the preparation of the financial components of complex business cases for scrutiny and approval by stakeholders inside and outside the University.
7. Experience of working with sophisticated computerised accounting/financial modelling and reporting/budgeting solutions.
8. Experience in assisting with the development of the strategic direction of a large organisation.
9. A proven track record of leading, motivating and developing experienced professional staff.
10. Excellent financial management and accounting skills.
11. Knowledge and insight into the issues facing budget holders.
12. Innovative and competent in conveying financial information/strategy and expert in the design and set-up of MIS applications.
13. Excellent written and verbal communication influencing, and interpersonal skills. Proven excellent communication skills both orally and in writing with the ability to relate to others at all levels both internally and externally.
14. Well-developed presentation skills at senior management level.
15. Highly developed report writing skills with ability to influence at a strategic level.
16. Effective interpersonal skills including motivating, negotiating, influencing and relationship/partnership building, including proven ability to influence senior staff. Clear commitment to work as a team player at various levels and ability to motivate high performance in others.

**Desirable Criteria:**

1. Experience working in the HE Sector.
2. Experience with working UNIT 4 ERP software.
3. Experience in the preparation of comprehensive business cases including using the 5 Case Mode.
4. Experience of working with economists to determine the economic impact of business cases.
5. Proven experience in strategic and operational planning.
6. Proven experience of developing and implementing policy, new management systems and maintaining a process of continuous improvement.