

## Candidate Information

<b>Position:</b>	Governance Manager
<b>School/Department:</b>	Alumni Engagement and Philanthropy
<b>Reference:</b>	24/112192
<b>Closing Date:</b>	Monday 7 October 2024
<b>Salary:</b>	£49,054 - £60,284 per annum
<b>Anticipated Interview Date:</b>	Tuesday 15 October 2024
<b>Duration:</b>	Permanent

### JOB PURPOSE:

To lead and deliver the governance and financial management functions of the Alumni Engagement and Philanthropy (AEP) Directorate by ensuring that AEP has sound governance structures and is legally compliant with all legal obligations and relevant financial standards.

### MAJOR DUTIES:

1. Develop and implement a comprehensive AEP Governance Strategy that ensures appropriate governance and servicing is provided across the Directorate and specifically for the boards of both The Queen's University of Belfast Foundation and US Friends of Queen's (501c3).
2. Develop a financial reporting framework for AEP that utilises the Raiser's Edge Database, to prepare accurate and timely financial philanthropic performance reports for AEP leadership and the Queen's Foundation and US Friends Boards. In liaison with AEP Leadership and the Finance Directorate, support the preparation of Directorate forecasts and coordinate monthly budget reviews. Ensure efficient and economic budget management and alignment with AEP and wider university strategic objectives.
3. Lead and manage the Governance function within the Directorate's Operations and Planning team. This includes recruitment, delegation, appraisal, staff development and resource management to achieve specific objectives. Create cover and dependency across the function to mitigate against single points of failure.
4. Responsible for ensuring all philanthropic gift management processes, policies and procedures are followed in compliance with Audit, HMRC, IRS (501(c)3) and internal processing guidelines. Includes oversight and management of all private endowment funds for compliance with original bequest, current regulations, and expenditure of available income.
5. Lead the development, review, and application of appropriate Directorate financial performance metrics, to include:
  - Put in place specific KPIs, standards and compliance controls for AEP.
  - Ensure adherence to all financial regulations and standards and liaise with relevant regulatory bodies.
  - Monitor AEP income and expenditure in line with the University's financial procedures, and in collaboration with the Finance Directorate.
  - Liaise with senior staff to identify risks and develop effective mitigation strategies.
  - Streamline financial processes and improve efficiency.
  - Be the AEP lead for all internal and external audit processes.
  - Adherence to best practice and continuous quality improvement.
6. Act as the primary governance and financial expert within AEP by supporting Directorate leadership and the Director of AEP in the budgeting, forecasting and ongoing financial review processes. Act also as the primary liaison between AEP and the University's Finance Directorate, promoting cohesive financial practices and understanding. Coordinate regular budget reviews with senior AEP management, preparing and circulating relevant documentation in advance.

7. Take overall responsibility for the integrity of AEP financial data on Raiser's Edge and for the quality of data reporting both within the Directorate and across the University, including to the Queen's Foundation and US Friends Boards, ensuring that Directorate practice meets Internal and external Audit requirements. Liaise with the Data and Information Management function to develop comprehensive financial dashboard reporting for fundraising data and philanthropic performance within the database that provides up-to-date and accurate data metrics.
8. Liaise with the Data and Information Management function to determine financial and activity performance of the Directorate and present to appropriate University committees and external bodies as required.
9. Participate as required, in university-wide projects, deputising for the Director of AEP or Head of Operations and Planning at working groups and committees.
10. Plan and organise individual and/or team activity to integrate the work of Fundraising and Alumni Relations with the Operations and Planning function and advise the Head of Operations and Planning on changes required to financial or strategic practices and procedures.
11. Any other duties that fall within the general ambit of the post.

**ESSENTIAL CRITERIA:**

1. \*Degree (or equivalent) in Finance, Accounting, or related field OR substantial relevant experience in similar role(s).
2. \*Professional qualification such as Qualified ACCA, CIMA or ACA.
3. \*Significant experience in a relevant field e.g., accounts, finance or related field. To include demonstrably relevant experience in the following:
  - Proven record in a governance role, ensuring compliance with relevant regulations and legislations.
  - A proven track record in the development and implementation of financial management related strategies and plans to achieve objectives.
  - Proven staff management experience.
4. \*Experience of working across multiple data sets developing appropriate management information and KPIs for a busy department.
5. \*Proven understanding of compliance policies and financial management.
6. \*Highly numerate with an understanding of statistical analysis and ability to gather and analyse complex data and draw strategic conclusions.
7. \*Excellent knowledge of modern financial management systems.
8. \*Excellent office IT skills including general Windows experience (Word, Outlook, Excel).
9. \*Ability to produce high level documentation including formal reports, strategy documents and proposals.
10. \*Well developed communication and interpersonal skills.
11. \*Excellent attention to detail and able to deliver results against tight deadlines.

**DESIRABLE CRITERIA:**

1. \*Development Trust and/or 501(c)3 expertise.
2. \*Working in fundraising sector or in Higher Education.
3. \*Gift Processing experience.
4. \*Demonstrable knowledge of the Raiser's Edge database system.
5. Commitment to fundraising in Higher Education.

**ADDITIONAL INFORMATION:**

Informal inquiries may be directed to: Steven McCaffery, Assistant Director (AEP) at [s.mccaffery@qub.ac.uk](mailto:s.mccaffery@qub.ac.uk).