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| JOB DESCRIPTION |
| **Job title**: Academic Enterprise Financial Reporting Manager | **Accountable to**: Head of Academic Enterprise Commercial Finance  |
| **Contract length**: Permanent  | **Hours per week**: 35 | **Weeks per year**:52 |
| **Salary**: £38,010 to £45,603 | **Grade**: 5 |
| **Service**: Finance | **Location**: King Cross |
| **What is Academic Enterprise?** The department of Academic Enterprise (AE) leads the University of the Arts London’s third stream income operations and is integral to the University’s long term development. Its mission is to increase the amount of income generated by the University from non-core teaching and research activities. It includes a number of successful existing business operations: UAL Short Courses Ltd, the UAL Awarding Body, the Language Centre, the University’s Study Abroad programme and Knowledge Exchange work. Over the next year Academic Enterprise will be adding new businesses focusing on widening our offer to children through both UAL Short Courses Ltd and the UAL Awarding Body and supplying our students and graduates as temps to creative businesses in the UK through a new venture, UAL ArtsTemps Ltd (UALAT).With the addition of UALAT, Academic Enterprise will have a combined turnover of £38m in 2019/20, from both B2C and B2B activities. There are approximately 220 salaried staff and 1,100 hourly paid teaching staff and external moderators working in Academic Enterprise operations in all UAL’s colleges as well as central university services. Around 65,000 students study on short courses or qualifications offered by UAL Awarding Body.  |
| **What is the purpose of the role?**This post is part of the AE Central Finance team which provides financial information and support to Academic Enterprise management team. The post holder will provide a comprehensive financial reporting and business partnering service to the University’s Short Courses (UALSC) and Awarding Body (UALAB) businesses. To work with UALSC Business Managers and the Director of UALAB to prepare the annual budget, long range plan and regular forecasting cycles. Prepare monthly management accounts and variance analysis, developing system reporting capabilities and KPIs together with ad hoc management information to support decision making. |
| **Duties and Responsibilities****Management Reporting*** Develop and provide accurate, timely and comprehensive financial management information packs on a monthly basis to UALSC and UALAB. This will include budget vs actuals, variance analysis, aged debtors, KPIs, dashboards and commentaries.
* Working closely with central finance colleagues to develop and ensure adherence to month-end and year-end timetables.
* To carry out month-end adjustments for deferred income, expenditure accruals, prepayments and other necessary adjustments and perform routine control account reconciliations.
* Develop and produce appropriate ad-hoc financial analyses as required that supports managers in managing their budgets, supports decision making and strategic planning.
* Develop systems reporting capabilities to enhance KPIs and other statistical information including trend analysis.
* Support the Central Finance team in producing financial information for year-end and at other times as appropriate.
* Compile data and produce return for the University’s annual HEBCIS submission.

**Business Partnering*** To work closely with Commercial Finance Managers and Business Partners to provide a comprehensive financial business partnering service to senior budget holders across the business.
* To work in close co-operation with the University’s AE finance team, keeping fully briefed of the University’s policies and procedures and ensuring that these are adhered to when processing financial transactions.
* Maintain ABW and I-Trent coding structures to meet business reporting requirements.
* Maintain ABW workflow and authorisation structures to ensure expenditure items are approved in line with financial protocols.
* Support and contribute to system developments across Academic Enterprise.

**Budgeting & Strategic Planning*** To support and co-ordinate the process of annual budgeting and subsequent forecasts for by maintaining appropriate budget and business planning templates and version control systems.
* To work with Commercial Finance Managers in compiling budget/forecast profiles. To load and maintain profiles in the University’s ABW finance system.
* Contribute to UALSC and UALAB business planning by providing business intelligence and financial analysis to inform, guide and improve decision making.
* To support the development of course costing/pricing methodologies to optimise reporting and profitability.

**Managerial*** To line manage and provide cover for the Awarding Body Finance Administrator, including responsibility for the recruitment and selection of new staff, the undertaking of appraisal, probation and induction.
* To oversee the day to day financial operations and range of administrative duties within the Awarding Body to ensure the effective and efficient collection of income and recognition of expenditure. This includes but not limited to payroll, invoicing, debtor management,expenditure transfers, supplier payments and approvals, credit card processing, purchase ordering and other financial transactions.

**Other Conditions**As a senior member of the University the following applies:* You may be required to work such additional/different hours as may from time to time be necessary for the proper and efficient discharge of duties which may include evenings.
* You may be required to regularly travel to other sites as necessary.

**General** * To deliver a supportive customer orientated service to staff and students and work collaboratively with finance staff across the University.
* To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
* Undertake health and safety duties and responsibilities appropriate to the role.
* Work in accordance with the University’s Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
* Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University’s Planning, Review and Appraisal scheme and staff development opportunities.
* Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
* Conduct all financial matters associated with the role accordance to the University’s policies and procedures, as laid down in the Financial Regulations.
* Personally contribute towards reducing the University’s impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).
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| **Key Working Relationships*** Head of AE Commercial Finance
* Short Course Business Managers
* Director of UAL Awarding Body
* Associate Directors of Finance
* Associate Director – Business Operations
* Academic Enterprise Finance Team
* UAL Finance Team
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| **Specific Management Responsibilities**Budgets: NoneStaff: 1Other (e.g. accommodation; equipment): N/A |

Last updated: 25/04/2019

**[Include structure chart if available/appropriate]**

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| **PERSON SPECIFICATION** |
| Specialist Knowledge/Qualifications | * Undergraduate Qualification in relevant area, or equivalent working experience
* Qualified or Finalist with a recognised Accounting Body (CIMA, ICAEW, ACCA, CIPFA or equivalent)
* Has excellent IT knowledge including Excel, Word and Outlook (Excelerator highly desirable)
* Has knowledge of Finance Information Systems (Agresso desirable)
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| Relevant Experience | * Experience of working in a Higher Educational Institution with commercial exposure (HD)
* Experience of building successful internal working relationships with budget managers and other stakeholders
* Experience of preparing information for senior management to assist with strategic decision making
* Experience of financial planning and budget setting
* Experience of developing costing models to improve financial reporting and inform pricing decisions
* Experience of managing a small team
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| Communication Skills | Strong written and oral communication skills with ability to convey complex financial information to non-finance staff in a clear and meaningful way. |
| Leadership and Management | Motivates and leads a team effectively, setting clear objectives to manage performance. |
| Professional Practice | Contributes to advancing professional practice/research or scholarly activity in own area of specialism. |
| Planning and Managing Resources | Strong planning and organisational skills with ability to prioritise and manage resources effectively to achieve short and long term objectives. |
| Teamwork | Works collaboratively in a team and where appropriate across or with different professional groups. |
| Creativity, Innovation and Problem Solving | Suggests practical solutions to new or unique problems |

Please make sure you provide evidence to demonstrate clearly how you meet these criteria, **which are all essential unless marked otherwise**. Shortlisting will be based on your responses.

[*OPTIONAL ALTERNATIVE, for discussion with HR: The application form sets out a number of competence questions related to these selection criteria. Shortlisting will be based on your responses to these questions.*]

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