

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Head of Finance – London College of Fashion

Accountable to: Director of College Administration

Contract Length: Permanent

Hours per week: 35

Weeks per year: 52

Salary: £46,423 - £55,932 pa

Grade: 6

Service: Finance

Location: 20 John Princes Street, London, W1G 0BJ and relocating to Stratford in 2022

Purpose of Role:

The Head of Finance for London College of Fashion (LCF) will be responsible for the management and reporting of the college finances, this includes annual budgets, quarterly forecasting and monthly management accounts together with variance analysis and commentary. The successful post holder will be a driver for change and will develop the finance business partnering service within LCF to support the executive and senior management team.

As Head of Finance for LCF you will lead and manage the college finance team to provide a professional service to a wide range of stakeholders, providing governance and training on finance and University processes as appropriate.

Duties and Responsibilities

Managerial

- To lead the LCF College Finance team, providing overall leadership, support and guidance as appropriate to ensure expectations are met, timely and accurate financial information is provided and the team are effective.
- Responsible for the recruitment and selection of new Finance staff for LCF, undertaking the probation and induction process, conducting appraisals as appropriate and ensuring suitable training for the team is undertaken.
- Understand the needs of the PVC and college executive team and ensure that the college based finance team are delivering appropriate information, advice and support.
- To drive a culture of financial transparency and accountability within the college.

Budgeting & Strategic Planning

- To lead the LCF annual budget process and subsequent forecasts in line with the central Finance timetables providing timely budgeting and forecasting information to the college senior management team in order that budget managers can engage staff and operate effectively.
- Contribute to College business planning by providing business intelligence and financial analysis to inform, guide and improve decision making. This will include business modelling

for new courses, and supporting the preparation of financial impact assessments and/or business cases for strategic investments.

- To manage the development of new course costing modelling and financial planning tools to support college activities in achieving the strategic objectives of the annual operating plan.

Business Partnering

- To work closely with LCF Executive team to provide a comprehensive financial business partnering service to support decision making, provide guidance and training on operational planning and ensure reporting is understood and valued.
- Provide balanced approach of constructive challenge to the executive and senior managers to ensure that all budgets and planned targets are achievable and drive value.
- Liaise with the HR staffing administrators to ensure all offers of employment including salaried, hourly paid and special lecturers are authorised and processed correctly, staff are allocated accurately to the course and student staff ratio analysis is monitored to ensure they adhere to the college optimum levels. Work with Central HR for continuous process improvements.
- To work in close co-operation with the UAL Finance team, ensuring up to date knowledge and compliance of the University's Standing Financial Orders, policies and procedures and legislative regulations such as IR35. Cascading information to the College Finance team to ensure these are adhered to when processing financial transactions and reporting.
- To build successful networks and relationships that contribute to the College strategy ensuring there are strong links with the UAL Central Finance teams and College implications and interests are considered.

Reporting

- Develop and provide accurate, timely and comprehensive financial management information packs on a monthly basis for LCF and the College Executive. This will include budget vs actuals, forecast vs actuals, variance analysis and KPIs.
- To engage with the UAL annual course costing analysis to provide accurate and timely information to the University Central Planning unit, hold a lessons learnt review to ensure continue improvement and streamlining of the process.
- Working closely with central finance colleagues to develop and ensure adherence to month-end and year-end timetables.
- Ensure month-end adjustments for expenditure accruals, prepayments, bad debts and other necessary adjustments and perform quarterly control account reconciliations are completed.

Other Conditions

As a senior member of the University the following applies:

- You are expected to work such hours as are reasonably necessary to fulfil the duties and responsibilities of the role.

- 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 will 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).

Key Working Relationships:

- LCF Executive Team
- Director of College Administration
- College Head of Operations
- LCF Finance, Staffing and Payroll team members
- UAL College Heads of Finance
- University central finance HR and payroll teams
- LCF Academic teams
- HR
- Professional accountability to Associate Director of Finance

Specific Management Responsibilities:

- Budget (annually £30m+)
- LCF Finance

Person Specification	
Specialist Knowledge/Qualifications	<p>Degree or relevant qualification in area of expertise</p> <p>Qualified with a recognised Accounting Body (CIMA, ICAEW, ACCA, CIPFA or equivalent)</p> <p>Relevant Post Qualified Experience working in a fast changing financial environment, working to key milestones and delivering comprehensive results to tight deadlines</p> <p>Uses appropriate levels of IT Skills to enable the best use of available information and communications for post including MS Office : Excel, Word, Powerpoint and Outlook (Excelerator highly desirable)</p>
Relevant Experience	<p>Experience of providing leadership and management of a finance team, organising priorities and ensuring continuous improvement and development of team members.</p> <p>Experience of working with large data sets with the ability to write and develop financial reports using excel at advanced level.</p> <p>Experience of financial planning and budget setting, preparing information for senior management to assist with decision making in a large HE organisation.</p> <p>Has experience of large Finance Information Systems (Agresso Business World (ABW) D)</p> <p>Experience of leading or managing change at a senior level</p>
Communication Skills	Communicates technical or specialist ideas or information persuasively adapting the style and message to diverse audience in an inclusive and accessible way.
Leadership and Management	<p>Motivates and leads a team effectively, setting clear objectives to manage performance</p> <p>Experience of working across a large organisation and successfully influencing and managing change in such an environment.</p>
Professional Practice	Contributes to professional development of stakeholders in own area of specialism
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives

Teamwork	Builds effective networks to develop and maintain best practice and fosters constructive cross team collaboration
Student experience or customer service	Makes a significant contribution to improving the student and customer experience to promote an inclusive environment for students, colleagues or customers
Creativity, Innovation and Problem Solving	Identifies innovative solutions to problems to bring a wider benefit to the organisation

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

Last Updated: Feb 2020