

## JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Head of Finance - LCC

Accountable to: Head of Academic Finance, Central and Director of College Administration, LCC

Contract Length: Permanent

Hours per week: 35

Weeks per year: 52

Salary: £46,423 - £55,932

Grade: 6

Service: Finance

Location: LCC, Elephant and Castle

### **Purpose of Role:**

The Head of Finance at LCC will take overall responsibility for the College Finance Function, is a member of the College Executive Group, and will play a key role in strategic decision-making within the College.

As Head of Finance at LCC 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 & Leadership**

- Responsible for the management and development of the LCC Finance Team, including recruitment, induction, training, appraisals on an ad hoc and continuous basis as required.
- Lead the LCC College Finance team, providing overall leadership, support and guidance as appropriate to ensure financial information and support is delivered to all stakeholders in a timely, efficient and accurate manner.
- Proactively coach and mentor the College Finance Team and facilitate personal and professional development opportunities.
- As a member of the College Executive Team provide regular updates on the financial position of the college, and College/University financial processes, updates and developments as relevant, and input into strategic decision-making.
- Understand the needs of the Pro Vice-Chancellor (PVC) and College Executive Team and ensure that the college-based finance team are delivering appropriate information, advice and support.
- Develop and maintain business partnering networks within the college to progress and improve standards of financial management and information for decision making.
- Develop and drive a culture of financial literacy and engagement across the College.
- Develop financial training opportunities for non-financial stakeholders across the College.
- Drive a culture of financial transparency, accountability and good governance across the College.
- Work collaboratively with staff from other areas of finance and other departments of the College and University, including liaison with members of academic and administrative staff.

### **Strategic Planning, Budgeting and Reporting**

- Contribute to the development of longer term strategic financial plans, along with metrics for measurement and a reporting framework.
- Continuously challenge and improve budgeting assumptions at a college level, including reference to targets, contingency plans and risk mitigation.
- Contribute to College business planning by providing business intelligence and financial analysis to inform, guide and improve decision making. This will include business modelling of activities and courses and supporting the preparation of financial impact assessments and/or business cases for strategic investments.
- Lead the annual budget setting, quarterly forecasting, and monthly monitoring, control and reporting process at LCC in line with timetables and overarching processes as outlined by the University Central Finance Function.
- Provide accurate, timely and comprehensive financial management information packs (including analysis and commentary) on a monthly basis to the College Executive Team, Central Finance and senior stakeholders across UAL as required.
- Engage with the UAL annual course costing analysis to provide accurate and timely information to the University Central Planning Unit and support the continuous 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.
- Review internal controls and introduce best practices to enable effective financial governance.

### **Business Partnering**

- Work closely with the LCC 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 College HR Team 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.
- 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.
- 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.

### **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**

- Deliver a supportive, customer orientated service to staff and students and work collaboratively with finance staff across the University.
- 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:**

- UAL Academic Head of Finance
- LCC Director of College Administration
- LCC Executive Team
- LCC Finance, Staffing and Payroll team members
- LCC Academic teams
- University Central Finance, HR and Payroll teams
- University Central Planning Unit

### **Specific Management Responsibilities:**

- Budget (annually £27m+)
- LCC Finance Function

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>3 years 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>The successful post holder will be a driver for change, an excellent communicator, and an experienced multitasker with the ability to quickly grasp systems and processes and deliver continuous improvement across the College Finance Function.</p> <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	<p>Communicates technical or specialist ideas or information persuasively adapting the style and message to diverse audience in an inclusive and accessible way.</p>
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: November 2020**

**HERA code 001525**