

JOB DESCRIPTION

Job title: LCF Finance Manager	Accountable to: LCF Head of Finance
Contract length: Permanent	Hours per week: 35 Weeks per year: 52
Salary: £38,694 to £46,423 pa	Grade: 5
Service: Finance	Location: London College of Fashion, 20 John Princes Street, London, W1G 0BJ

Purpose of the Role

The LCF Finance Manager role is part of the London College of Fashion (LCF) Finance Team which provides financial information and support to stakeholders across the College.

The LCF Finance Manager will be responsible for deputising for and supporting the LCF Head of Finance (HoF) with the running of the LCF Finance Function with particular focus on business partnering and the continuous development of the annual budget setting, quarterly forecasting, and monthly monitoring, control and reporting process at LCF.

The Finance Manager post will have line management responsibility for finance related roles at Grade 4 and 3.

Duties and Responsibilities

Managerial and Leadership

- Responsible for the line management of a 3 Finance team members, including recruitment, induction and training, appraisals on an ad hoc and continuous basis as required.
- Proactively coach and mentor direct reports and facilitate personal and professional development opportunities.
- Lead and manage the Finance Business Partnering Function at LCF partnering with a number Departments/Senior Managers AND supporting the LCF Senior Finance Officers with the activities detailed below.
- Provide support to the LCF HoF in ensuring the LCF Finance Team operate effectively and efficiently in providing a professional service to both internal and external stakeholders, ensuring that the financial activities are carried out in adherence to the UAL Standing Financial Orders, tax and legal regulations and agreed UAL timetables.
- Promote a customer focused support service underpinned by business intelligence and analytics to support decision making.
- Support the LCF HoF in developing financial training opportunities for non-financial stakeholders across the College.
- Support the LCF HoF in driving a culture of financial transparency, accountability and good governance across the College.

Budgeting, Reporting and Systems

- Support the LCF HoF with the annual budget setting, quarterly forecasting, and monthly monitoring, control and reporting process at LCF.
- Take the lead on the maintenance and further development of the monthly reporting packs across the College. This to include report writing with the use of excel, excelsator, macros, VBA and other reporting/analytical software as appropriate.
- Develop systems reporting capabilities across the College to enable effective reporting.
- Maintain ABW coding structures to meet business reporting requirements.

- Maintain ABW workflow and authorisation structures to ensure expenditure items are approved in line with financial protocols.
- Lead on the UAL annual course costing analysis to provide accurate and timely information to the University Central Planning Unit, ensuring the reporting is accurate and timely. Support continuous operational improvement and streamlining of the process.
- Undertake course costing for new course proposals to inform strategic decision-making.
- Work closely with central finance colleagues to develop and ensure adherence to month-end and year-end timetables, carrying out month-end adjustments, expenditure accruals and prepayments.

Business Partnering

- Work in partnership with the LCF HoF, Senior Finance Officers and UAL Finance Business Partners to provide a comprehensive finance business partnering service to Senior Managers across LCF.
- Lead and manage the Finance Business Partnering Function at LCF by partnering with a number of Departments/Senior Managers **AND** supporting the LCF Senior Finance Officers with the activities detailed below.
 - Work with the LCF Finance Manager and HoF to provide a comprehensive finance business partnering service to senior budget managers across LCF.
 - Establish close working relationships with a number of departments/senior managers to develop a thorough understanding of annual plans, deliverables, operational challenges. This to include regular face-to-face meetings, Team/Skype calls, discussion groups, collaborative work, training session and ad hoc support.
 - Provide support and financial expertise to departments/senior managers with their annual budget setting, quarterly forecasting, monthly reporting, monitoring and financial control.
 - Provide regular reports with detailed analysis on variances and KPIs to departments/senior managers.
 - Work with departments/senior managers in developing timely, regular and appropriate level commentary on the above.
 - Support departments/senior managers with ad hoc and regular analysis and data sets to enable financial decision making. Examples to include business analysis for course validations, new course development, resource allocations, team structure changes, etc.
 - Work in partnership with the LCF Staffing Administrator on departmental reporting and analysis of Hourly Paid Lecturers data.
 - Work with the LCF HoF on keeping LCF senior managers and stakeholders updated on UAL and College wide financial, HR and administrative policies and processes.
 - Organise regular training and briefing sessions for departments/senior managers to deliver the above.
 - 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 non-finance stakeholders to ensure these are adhered to when processing financial transactions and reporting.
 - 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.

- Take the lead on college level annual insurance review, including development and improvement of the process. Liaise with central finance teams accordingly.
- 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.

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).

Key Working Relationships

- LCF Head of Finance
- LCF Director of College Administration
- LCF Finance Team
- LCF Academic and Functional Management Teams
- UAL Central Planning Unit
- College Finance Teams

Specific Management Responsibilities

Budgets: None

Staff: Finance related roles at grades 4 and 3

Other (e.g. accommodation; equipment): N/A

PERSON SPECIFICATION	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> • Undergraduate Qualification in relevant area, or equivalent working experience. • Qualified or Finalist with a recognised Accounting Body (CIMA, ICAEW, ACCA, CIPFA or equivalent). • Alternatively qualified by experience with significant relevant experience in the HE sector. • Has excellent IT knowledge including Excel, Word and Outlook (Excelerator highly desirable) • Has knowledge of Finance Information Systems (Agresso desirable)
Relevant Experience	<ul style="list-style-type: none"> • The successful post holder will be an experienced finance professional with exceptional communication, report writing and analytical skills and a drive for continuous improvements. • Experience of working in a Higher Educational Institution with commercial exposure • 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, budget setting, forecasting, management accounts and variance analysis. • Experience of developing costing models to improve financial reporting and inform pricing decisions • Experience of managing a small team (D)
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.

Last updated: November 2020

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