

JOB DESCRIPTION AND PERSON SPECIFICATION

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| Job Title: Head of Academic Finance | | Accountable to: Associate Director of Finance – Business and Accounting Services | |
| Contract Length: Permanent | Hours per week/FTE: Hours | Weeks per year: 52 Weeks | |
| Salary: £53,011 - £64,032 | | Grade: 7 | |
| College/Service: Central Finance | | Location: College based / Granary Square – Kings Cross | |

This role will provide strong leadership and management for the college based finance teams, ensuring these teams deliver an effective financial management service to the college and operate effectively and in accordance with the overall university framework. They will play a key role in ensuring the financial plans for our colleges are robust and sustainable.

As an expert finance professional, the Head of Academic Finance will work with a broad range of stakeholders, supporting them to engage appropriately with college and university processes. Communication is key as the post holder will be reporting to diverse audiences on finance and its wider implications. The post holder will be a positive driver of change and they will develop a culture of continuous improvement within the college finance teams. They will understand strategic objectives at both the college and university level and will be able to map these to delivery plans for their team.

Duties and Responsibilities:

Head of Service

- To be an active member of the Finance Departments leadership team, identifying and contributing to initiatives to support the strategic development of the Finance Department.
- To drive best practice within the college financial management processes and develop and embed a consistent approach to the delivery of these outputs.
- To contribute to the development of financial plans and budgets, ensuring systems and processes are fit for purpose and dynamic, while gaining maximum value for money for the college/university.
- To drive a culture of financial accountability within the colleges
- Leading college based networks to develop strong financial management
- Oversee and develop the college finance teams and seek to improve the service where possible, providing training and guidance where necessary.

Cross College Financial Management

- To develop robust systems and processes that can be used consistently across the colleges to deliver all aspects of financial management including budget setting, forecasting, reporting and, financial control.
- Understand the needs of the PVC's and college executive teams and ensure that the college based finance teams are delivering appropriate information, advice and support

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- To develop the financial reporting to the college executive teams. To build a strong understanding of the financial implications of decisions and develop transparency and accountability across the colleges.
- To review existing operational process and procedures and redesign these where necessary to optimise the use of existing resources and drive efficiency, providing guidance and training where necessary
- To feed into the annual budget setting timetable with the Head of Business Support and develop a college based timetable in which deliverables are clearly identified and ensure it is communicated effectively to all college based stakeholders.
- To develop the process for resource allocation at the colleges which will drive the delivery of the University's strategy. This will include understanding delivery models and the associated costs drivers and output measures.
- To support the preparation of budgeting assumptions at a college level, including reference to targets, contingency plans and risk mitigation.
- Support the development of longer terms strategic financial plans, along with metrics for measurement and a reporting framework.
- To develop robust costing and modelling tools which will enable the colleges to understand and evaluate different operational structures and delivery models
- Provide proactive advice to senior managers on key financial risks in college plans and strategy.
- Provide the right balance of constructive challenge to PVC's and executive groups to ensure that all budget and planned targets are achievable and to drive value.
- Develop and maintain business partnering networks within the colleges to progress and improve standards of financial management and information for decision making.
- To work collaboratively with staff from other areas of finance and other departments of the University and its subsidiaries, including liaison with members of academic and administrative staff in the colleges.
- Develop and deliver appropriate training/workshops for the college finance teams, to ensure they can carry out their responsibilities.
- Proactively coach and mentor the college finance teams and facilitate personal and professional development opportunities.

General

Work within the University's policies and in particular to:

- Perform (from time to time) such duties consistent with their role level, assigned to them anywhere within the University.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's Equality, Diversity and Inclusion agenda and the Staff Charter, promoting Equality and Diversity in their work.

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- To personally contribute towards reducing the University's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).
- 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 in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- To ensure all private and personal information and relevant records are maintained in accordance with General Data Protection Regulation.
- To provide a customer focused service to both internal and external users of financial and management accounts.
- Provide comprehensive support to the Associate Director of Finance – Business and Accounting services including deputising for them as required.

Key Working Relationships:

Chief Financial Officer
Pro Vice-Chancellors
Associate Directors of Finance
Directors of College Administration
Associate Directors of HR
Head of Finance Business Support
Business Support Team
Central Planning Unit

Specific Management Responsibilities

Budgets: N/A

Staff: 4

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

Signed _____
A Peacock
(Recruiting Manager)

Date of last review _____ November 2019



Job Title: Head of Academic Finance

| Person Specification | |
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| Specialist Knowledge/Qualifications | Degree or equivalent (essential) |
| | Professional accounting qualification, namely ACA, CIPFA ACCA, CIMA, or equivalent (essential) |
| Relevant Experience | Experience of working in a fast moving financial environment, working to key milestones and delivering comprehensive results to tight deadlines (essential) |
| | Experience of working with large data sets, ability to write and develop financial models and reports using excel at an advanced standard (essential). |
| | Experience of working across a large organisation and successfully influencing and managing change in such an environment (essential) |
| Communication Skills | Communicates technical or specialist ideas or information persuasively adapting the style and message to a diverse audience in an inclusive and accessible way (essential) |
| Leadership and Management | Motivates and leads a team effectively setting clear objectives to manage performance (essential) |
| Research, Teaching and Learning | Applies innovative approaches to leadership, management and the deliverables they are responsible for. |
| | Applies own research to develop learning and practice |
| Professional Practice | Contributes to advancing professional practice/research or scholarly activity in own area of specialism |
| Planning and managing resources | Effectively plans and manages operational activities or large projects to achieve long term objectives (essential) |
| Teamwork | Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration (essential) |
| Student experience or customer service | Makes a significant contribution to improving the student or customer experience to promote an inclusive environment for students, colleagues and customers (essential) |
| Creativity, Innovation and Problem Solving | Identifies innovative solutions to problems to bring a wider benefit to the organisation (essential) |