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Candidate Pack

Head of Finance (LCC)

£48,534 - £65,148 per annum + *Excellent Benefits*

*Recruitment led by retained search agents, **Robertson Bell***





Introduction

University of the Arts London (UAL) are pleased to be exclusively partnering with Robertson Bell to recruit a Head of Finance for the London College of Communication (LCC).

Reporting into the Head of Academic Finance and whilst supporting the LCC Management Team, you will be responsible for the provision of Finance Business Partnering, including financial planning, financial reporting, and analysis together with the college finance operations. You will play a key role in strategic decision-making within the College and provide financial analysis to monitor the delivery of the University's strategic objectives.

Job Description

Contract Type	Permanent
Working Pattern	Full-Time
Office Location	Elephant & Castle
Working Arrangements	Flexible hybrid, with 50% of time spent in office
Salary	£48,534 - £65,148 per annum
Pensions	The University is a member of the Local Government Pension Scheme (LGPS) and staff automatically become a member of the Scheme.
Annual Leave	34 days per annum + bank/public holidays

Key Responsibilities *include:*

- Lead the LCC College Finance team, providing overall leadership, support and guidance to ensure financial information and support is delivered to all stakeholders in a timely, efficient and accurate manner
- Business Partnering the College Management Team to provide regular updates on the financial position of the college and input into strategic decision making
- 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.
- Contribute to the development of longer term strategic financial plans, along with metrics for measurement and a reporting framework.
- Lead the annual budget setting, quarterly forecasting, and monthly monitoring, control and reporting process at LCC
- Provide accurate, timely and comprehensive financial management information packs (including analysis and commentary) on a monthly basis to the College Executive Team
- Review internal controls and introduce best practices to enable effective financial governance



- Engage with the UAL annual course costing analysis to provide accurate and timely information to the University Central Planning Unit
- Develop and maintain business partnering networks within the college to drive a culture of financial accountability, transparency, governance and information for data-based decision making.

Person Specification: *The successful candidate will have*

- Qualification with a recognised Accounting Body
- Experience of providing leadership and management of a finance team
- Experience of financial planning and budget setting, preparing information for senior management to assist with decision making
- Ideally, a background working in the higher education sector, but this is not essential
- Experience of working with large data sets with the ability to write and develop financial reports
- Advanced Excel and IT skills. Experience with Agresso Business World/ Excelerator is highly desirable
- Brilliant communication skills, experience being a driver for change and bringing about continuous improvement

The Organisation

UAL is home to a diverse body of 21,092 students from 130 countries, and is made up of six renowned colleges, of which LCC is one. For the fourth year running, UAL is the world's second University for Art and Design in the QS World University Rankings® 2022.

London College of Communication is a world leader in creative communications education, through our industry-focused courses in Design, Media and Screen. Their diverse and talented community comprises over 5,000 academic, professional, and technical staff. Together they are committed to social purpose. This includes creating a better a more sustainable world and championing race equality.

Equality, diversity and inclusion

As an employer, we are committed to equality. We want to be an organisation that people are proud to be part of. The University's Strategy, Staff Charter and Dignity at Work Policy sets out our commitment to promote equality, diversity and inclusion for all staff regardless of age, caring responsibilities, disability, gender, gender identity, nationality, race, belief (or no belief) and sexual orientation.

We pride ourselves on the rich diversity of our student and staff community. We are committed to creating a supportive, inclusive environment for all students, staff and visitors where we can be ourselves and reach our full potential in our work, learning and creative practice.

We offer a range of family friendly, inclusive employment policies, flexible working arrangements and access to Staff Networks including the Disabled and Neurodiverse Staff Network, Group for the Equality of Minority Staff, and LGBTQ+ Staff Network. We encourage people of colour, lesbian, gay, bi, trans, queer



and non-binary people, disabled people, parents, people with caring responsibilities, people of belief or no belief to apply to UAL.

UAL is a proud member of the Stonewall Diversity Champions programme and the Business Disability Forum. We are currently working towards becoming a member of Advance HE's Race Equality Charter and in 2020 UAL was recognised as a Stonewall Top 100 Employer and as Disability Confident Committed.

Equal opportunities monitoring

As part of the application process, we ask all candidates to complete the online equal opportunities monitoring information. The information on the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application. All data will be handled anonymously and confidentially and will not be seen by anyone involved in the selection process.

Benefits Scheme: *Staff Benefits*

<i>Staff development opportunities</i>	At UAL all staff are expected, and encouraged, to engage in continuing professional and occupational development to enable them to meet their own objectives and the University's strategic goals. Staff have access to a wide range of development opportunities which include coaching, mentoring and regular staff development days and events.
<i>Season ticket and computer loans</i>	Staff may apply for an interest-free loan for the purchase of annual season tickets, rail and/or computer equipment. Computer loans are to a maximum of £1,000
<i>Cycle scheme</i>	UAL operates a cycle to work scheme through salary sacrifice. Get Living
<i>Get Living</i>	UAL have set up a partnership with Get Living to enable anyone from UAL (and any flat mates) to take advantage of discounted rates when renting one of their homes in 2 neighbourhoods in London: London East Village and Elephant and Castle. For more information, visit Get Living's website.
<i>Smithfield House Nursery</i>	UAL has negotiated with Smithfield House Nursery to offer staff a 10% discount on childcare costs.
<i>Volunteering leave</i>	Staff have two days of paid leave to volunteer for any charity registered in the UK.



Benefits Scheme: *Wellbeing Benefits*

UAL take the wellbeing of their staff seriously and are continually improving the range of facilities and support available.

<i>Family friendly policies</i>	UAL offers generous maternity, paternity and adoption leave packages which are more favourable than statutory requirements. Full details are available from Human Resources.
<i>Work-life balance</i>	In tune with UAL's values, we are committed to helping our staff find a reasonable balance between working and non-working time. This allows to fully undertake family and caring responsibilities, and to enjoy leisure pursuits and other interests.
<i>Eye care voucher scheme</i>	UAL offers staff, who use computers as a significant part of their work, access to the university's eye care voucher scheme. Our chosen supplier for vouchers is Specsavers.
<i>Flexible working</i>	UAL offers a number of supportive policies to aid work-life balance and create a family-friendly workplace. These include home-working and policies on special leave.
<i>Employee assistance programme</i>	The University provides a confidential advisory and counselling service which is free to all employees. The service, which is provided through PAM Assist and is available 24 hours a day, 7 days a week, covers legal, financial, consumer and personal advice – and is confidential.

The Application Process

Please contact our retained search agents, Robertson Bell on 0203 824 7100 or apply with your CV in line with the timescales below.

Applications will be under continuous review before the closing date, so please submit your CV ASAP to avoid disappointment!

<i>Application Closing Date</i>	26th February	
<i>1st Stage</i>	Shortlisted candidates to be sent to UAL	1st March
<i>2nd Stage</i>	First Stage Interview with UAL	W/C 6th March
<i>3rd Stage</i>	Final interviews with UAL	W/C 13th March

For further information contact ual@robertsonbell.co.uk.



ual:

References

Applicants will be required to provide two referees who will be contacted either prior to interview or before an offer of employment is made and must include your current or most recent employer. Where the role involves work on a one-to-one basis with people under 18 years of age, two referees who have known you continuously for at least two years must be provided.

Eligibility to work

All job offers are conditional on you providing proof of your eligibility to work in the UK.

If you don't currently have the necessary document required to gain permission to work and live in the UK, UAL is able to offer sponsorship for skilled worker visa subject to UK Border Agency (UKBA) requirements. Further information is available on the [Home Office website](#).

Relocation assistance

UAL operates a relocation assistance scheme for newly appointed employees. To qualify you must be appointed to a contract of at least two years duration, currently live outside a 50-mile radius of UAL and wish to move significantly closer to your workplace. Full details of the scheme are available from Human Resources.