

## Job Description

<b>Job Title:</b>	Finance Director
<b>Salary:</b>	Dependent on Experience
<b>Hours:</b>	36 hours per week (At this level of post it is expected that the post holder will work additional hours if required as part of the contractual hours)
<b>Responsible to:</b>	Chief Operating Officer
<b>Annual Leave:</b>	30 days per annum

### Overall Aim of the Role

Managing a team of 20 covering financial accounting, management accounting, financial planning and procurement, the role holder is responsible for the overall strategic and operational leadership and management of the Finance Department, as well as contributing to the overall strategic development of the University. The post holder is required to ensure the University meets its statutory obligations and objectives in the key areas of financial management, accounting and audit, with an emphasis on continuous improvement and best practice.

The provision of effective, high quality financial advice and support to a wide variety of stakeholders is also a key element of this role.

### Main Duties and Responsibilities

#### Leadership

- Contribute to the development and implementation of the University's aims and objectives and be responsible for the development and implementation of Finance-related strategies
- Represent and contribute to the University's mission and ethos within Finance and across the University
- Advise and support the Vice Chancellor, Board and senior managers regarding the financial implications of the University's strategy and decision-making
- Provide strategic and operation leadership to the Finance function and its constituent teams (Management Accounting, Financial Accounting, Fees, Financial Planning and Procurement)
- Champion, mobilise and measure business process improvements across the University to streamline activities and enhance efficiency
- Review the human, financial and physical resources of the Finance function and reconstitute these in order to deliver a coherent and relevant service, ensuring that such resources are utilised in the most effective manner
- Be responsible for leading any change programmes and / or major projects within the Finance function and, if appropriate, contribute to other change programmes / major projects across the University which have a financial element, taking a lead in supporting these with appropriate project management processes.

## **Service Development**

- Deliver high quality financial reporting, providing insightful analysis to assist the University in its strategic decision-making
- Monitor and control the University's finances in compliance with the annual Budget, long term Corporate Plan, banking covenants and regulatory requirements
- Work closely with colleagues to:
  - Develop / improve new / existing income streams
  - Further develop the University's approach to costing and benchmarking of activities
  - Identify and improve University systems and processes in order to robustly underpin business decisions, drive value for money and ensure long term financial sustainability
- Ensure finance function services are customer-friendly providing students and staff alike with positive inter-actions
- Promulgate, publicise and secure adherence to finance policies, practices and procedures across the University, ensuring appropriate training is provided and monitoring compliance

## **Performance Management**

- Flexibly manage the resources within the Finance function, providing effective and customer-centric services, achieving high levels of staff and student satisfaction
- Develop and implement relevant industry / sector key performance indicators / benchmarks against which services are managed
- Responsible for ensuring that strategies, policies, procedures and processes are relevant, consistent, up to date and conform with best practice

## **Other**

- Ensure that the Finance function is aware of and in a position to anticipate the impact on the University of new developments such as new accounting standards or changes to university (or other relevant) regulations
- Be the lead manager within the University for Value for Money (and associated reporting)
- Undertake any other reasonable duties required by the Chief Operating Officer.

## Person Specification

### Knowledge and Qualifications - essential

- Undergraduate degree or equivalent
- Fully qualified CCAB Accountant with significant post qualification experience
- Evidence of significant strategic leadership and financial management in a dynamic and complex environment
- Substantial experience of managing budgets, annual financial statements, management accounts and business plans
- Experience of dealing with funders, raising capital and managing the risks associated with borrowings
- Experience of managing the financial aspects of major capital development programmes
- Experience of working at Board level
- Management and leadership of a reasonably-sized team of professional finance staff

### Knowledge and Qualifications – desirable

- Experience of international operations
- Experience of having worked in the higher education sector

### Skills and Competencies – essential

- Ability to analyse problems and synthesise complex sets of information and ideas
- Ability to communicate complex and technical information and ideas to non-technical people
- High level of competence in strategic and business planning, with the ability to drive, articulate and deliver a clear strategic vision
- Understanding of the issues and challenges facing the higher education sector and the implications of these
- Demonstrable experience of delivering system / process improvements
- Strong customer-centric approach

**St Mary's University reserves the right to change and amend this job description/person specification in accordance with the changing requirements of the organisation.**