

**Job Description**

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| Job Title: | Head of Financial Operations & Reporting |
| Faculty/Professional Directorate: | Finance Directorate |
| Subject Group/Team: | Head of Finance |
| Reporting to: | Head of Finance |
| Duration: | Permanent |
| Job Family: | Finance |
| Pay Band: | 9 |
| Benchmark Profile: | Manager (Finance) Band 9 |
| DBS Disclosure requirement: |  |
| Vacancy Reference: |  |

**Details Specific to the Post**

**Background and Context**

The University of Hull has been changing the way people think for nearly a century. Our motto, *Lampada Ferens*, translates as ‘carrying the light of learning’, and over the years, we’ve shared that light with thousands of people from across the world.

As England’s 14th-oldest university, we have a proud heritage of academic excellence, and a history of creating and inspiring life changing research and we have no plans to stop helping to build a better world.

The University Finance function has the responsibility to maximise value for money and ensure increased efficiency, economy and effectiveness. Its focus is on developing a well-trained and coordinated workforce able to add value whilst complying with national guidelines, policy initiatives and its legislative responsibilities

### Specific Duties and Responsibilities of the post

* Responsibility for financial reporting to ULT, FIC and Council
* Presentation of financial information and reports to senior leadership teams as required
* Manage the financial modelling and reporting of Strategic initiatives
* Manage and control finance reporting timescales for actuals, budgets and forecasts and long term financial planning
* Play an integral part in the budgeting and forecasting process to promote financial sustainability and achievement of strategies
* Manage reporting and analysis on Transformation and other strategic initiatives
* Manage external financial reporting ie HE-BCI, OFS, HEIF returns
* Manage TRAC reporting
* Ad hoc reporting as required
* Manage and develop the Group Financial Reporting team and appraise performance
* Continually review and develop reporting systems and processes
* Build strong working relationships with internal and external stakeholders
* Manage and develop the Management accounts team, the Finance Shared Services team and the Student Financial Services teams.
* Ensure all management accounts are presented accurately, with analysis and commentary of variances to forecast/budget within the agreed timetable.
* Ensure all balance sheet reconciliations are performed across all teams and all audit improvements are carried out and improved upon
* Ensure continuous improvement is carried out across all teams
* Ensure accurate reporting is performed on student and non student debt
* Work closely with the Financial Control team to ensure appropriate cashflow forecasting is carried out, reviewed and controlled.
* Ensure all correct documentation in place for student finance, updating as and when necessary to ensure the University and students are all aligned with payment profiles and timelines

The role holder will be an experienced professional, having gained a relevant professional qualification and have extensive experience in people management.

**GENERIC JOB DESCRIPTION**

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

### Overall Purpose of the Role

1. The role holder:

* At this level will be a professional specialist with high-level expertise in the area of finance and will have a considerable degree of independent professional. responsibility and discretion, working to broad parameters and policy guidance.
* Will have responsibility for adapting or changing the service to ensure the appropriateness of, and the quality of the work and contribute to setting overall standards for the service across a function or area of the University.
* Will influence decisions and developments within the University and contribute to setting overall standards across the University, Faculty or Department.
* Has responsibility for the operational planning and organisation of projects, an area of work, and/or teams. Sets performance standards and establishes monitoring procedures to keep track of progress and provide input to longer term planning.
* Applies creativity to devise varied solutions to problems where there is a mass of information or diverse, partial and conflicting data.

**Main Work Activities**

### Communication

1. Provide information, support and advice to managers on all financial and commercial activity.
2. Communicate financial information to non-financial managers.
3. Present and discuss knowledgeably the causes and effects of financial information, and performance to senior management.
4. Provide commentaries and analysis of financial information, tailoring management reports to the needs and understanding of the recipient.

### Teamwork

* Provide leadership to the Group Financial Reporting Team and to ensure that they have the skills necessary to undertake their responsibilities and where necessary provide training directly or through the appropriate University divisions, including briefings and the preparation and issue of guidance notes.

**Liaison and Networking**

* Represent the Head of Finance and Finance Department, ensuring compliance with new and existing policies.
* Working within teams to develop and implement University policies and procedures within the context of a Faculty/support area.
* Seek opportunities, working with Deans, Heads of Departments, Directors and Managers to ensure compliance with policy and legislation.
* Working with Deans, Heads of Departments, Directors and Managers to ensure that they have the support and understanding to do their work.
* Ensure the development of effective ongoing relationships with Deans, Heads of Departments, Directors and Managers to align existing activity with the strategic direction of the department/faculty.
* Develop, manage and maintain productive strategic relationships and networks with senior representatives in a broad range of private and public sector partners to assist the continuing development, reputation and effectiveness of the University.
* Represent the University at a senior level at regional and national meetings, conferences and events relating to this area of activity.
* Be an active member of emerging networks.
* Proactively provide financial information to support the decision making process of groups or senior individuals.
* Provide assistance and financial advice and support for internal streams of funding
* Bring to the attention of managers any matters relating to the health and safety of staff, students and visitors;
* Engage with the University’s commitment to deliver value for money services that optimise the use of resources by maintaining a cost conscious approach when undertaking all duties and aspects of the role;
* Promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with University policy;

### Service Delivery

* Responsible for the overall service of Finance which includes:
  + Setting standards to meet customer expectations.
  + Monitor standards and levels of service.
  + Obtain feedback and use research to inform developments and ensure quality.
  + Take appropriate action on the impact of external factors .
* Ensure that an adequate system of internal control is identified and maintained.
* Ensure that the Financial Regulations and procedures are applied in accordance with the requirements of the Audit Committee.
* Produce and implement a robust monitoring system that measures performance against key targets and identifies material financial variances.
* Provide financial support and guidance to the senior management, including project evaluation, investment appraisal and strategic options achievement of value for money.
* Assist the Head of Finance in providing exemplary financial support within the University, including internal control and check.

### Planning and Organisation

* Enable the development of financial budgets, plans and strategies for the their effective implementation in own area.
* Manage the budget and forecast process and provide guidance and timetables to the wider Finance Team.
* Ensure budgets and forecasts are built on ‘bottom up’/ zero based basis
* Contribute to the development, implementation and delivery of the University’s Financial strategy.
* Plan, co-ordinate and be responsible for the delivery of projects and to play a key role in future strategic development for the continued development of the area.

### Analysis/Reporting

* Identify opportunities for cost reduction / value for money.
* Construct, analyse and review business cases and option appraisals, pulling together financial and non financial elements to recommend appropriate courses of action to senior management.
* Analyse data to provide timely and accurate information, forecast and provide advice to Senior Managers to inform business plans that are set in the context of University strategy and policies.
* Ensure the accurate recording of financial transactions in the University’s finance systems operated within the faculty and /or departments.
* Prepare the five year consolidated budgets for the University and relevant key performance indicators.
* Prepare monthly financial reports for the University’s Executive including a forecast outturn and details of major financial opportunities, threats and risks.

### Additionally the post holder will be required to:

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
* Fulfil the managers’  responsibilities as described in the University’s health and safety policies. These duties include responsibility for ensuring that suitable and sufficient risk assessments are in place for activities within your area of control and for ensuring appropriate health and safety training is in place.
* Support staff to demonstrate their commitment to equality, diversity and anti-discriminatory behaviour. This role includes making time available for staff to undertake mandatory equality and diversity training
* Raise awareness amongst staff and support staff to fulfil their responsibilities to comply with University regulations, policies and procedures

**COMPETENCY SPECIFICATION**

To fulfil your role, you will need certain knowledge, skills and competencies. The following competency specification provides a framework within which your performance will be assessed. The interview assessment may include, for example, testing on IT skills.

**The Competencies set out below are essential and are core requirements** needed to perform the role and any candidate who fails the requirement will not be taken forward for further assessment or to interview.

**Competency Identified by**

**Knowledge and Experience**

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| Has a full accountancy qualification, CIPFA, CIMA, ICAEW or equivalent. | **Application/Interview** |
| Has appropriate professional membership. | **Application/Interview** |
| Has experience of budget management and commercial appraisal of strategic opportunities. | **Application/Interview** |
| Has experience of business planning in an educational establishment. | **Application/Interview** |
| Has substantial management experience. | **Application/Interview** |

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| **Communication (Oral and Written)**  Can demonstrate the ability to summarise complex ideas or information which may be highly detailed, technical or specialist. | **Application/Interview** |
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| **Teamwork and Motivation**  Can demonstrate the ability to have responsibility for a service/function. Clarifies the requirements of the tasks to meet the overall goals and objectives. Monitors progress and takes appropriate action to deal with difficulties and conflict. Identifies development and training needs of the team, monitors performance and gives feedback. | **Application/Interview** |
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| **Liaison and Networking**  Can demonstrate the ability to actively seek to build productive and enduring relationships between internal and/or external bodies to benefit the University. | **Application/Interview** |
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| **Service Delivery**  Can demonstrate the ability to adapt the service and systems to meet the needs of the customer and identify ways of improving standards. Takes action to resolve issues and complaints. Collates feedback and views from customers and keeps up to date with changing needs to inform service development/adjustments. | **Application/Interview** |
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| **Decision Making**  Can demonstrate the ability to consider the wider impact of decisions, assesses possible outcomes and their likelihood. Uses judgement to make decisions with limited or ambiguous data and takes into account multiple factors. Distinguishes between the need to make a decision, when to defer and when not to take a decision. | **Application/Interview** |
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| **Planning and Organisation**  Can demonstrate the ability to identify future demands and opportunities and develop longer term plans. Co-ordinates the work of others to improve performance and use of resources. Involves other areas appropriately and co-ordinates effort and resources so standards, performance and shared objectives are achieved. | **Application/Interview** |
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| **Initiative and Problem Solving**  Can demonstrate the ability to initiate processes and procedures to resolve new problems. Anticipates possible implementation difficulties and identifies practical ways of overcoming or preventing them. Takes account of others and the broader context when generating options. | **Application/Interview** |
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| **Analysis/Reporting**Can demonstrate the ability to design and use data gathering and analytical methods appropriate for each investigation. Recognises and accurately interprets patterns and trends. Recognises when additional data is required and identifies appropriate sources. Produces reports and identifies key issues and findings. | **Application/Interview** |