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# Job Description

Job Title: Director of Finance

Reporting to: Chief Finance Officer

Duration: Continuing

Job Family: Administration

Pay Band: 10

Benchmark Profile: Manager (Finance) Band 10

DBS Disclosure requirement: No

Vacancy Reference: n/a

# 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

The University employs over 2,100 staff, has a turnover of over c.£200 million.

In light of our strategy and to ensure the right team is in place for future challenges we would like to recruit for the role of Director of Finance. The successful post holder will be someone who can lead, co-ordinate and liaise in association with and on behalf of the CFO, both now and in the challenging but exciting times ahead.

# Specific Duties and Responsibilities of the post

Reporting to the CFO, the Director of Finance will play a key part offering financial leadership and management to several finance teams including financial control, treasury, management accounts, financial reporting, finance business partnering, finance systems, finance shared services and procurement.

The role holder is responsible on a number of core areas:

* The University’s annual financial planning processes and in year re- forecasts and rolling forecasts.
* The University’s annual financial reporting cycle and production of the statutory accounts and be point of contact for the external auditors
* The continued development of quality management information to the business to drive and support better decision making at all levels.
* The enhancement of existing Finance processes and procedures, including the successful delivery of Workday ERP to ensure the blending of mandatory requirements with positive behaviour driving frameworks.
* Being a key member of the CFO leadership team covering Strategic Planning and Business Intelligence, Commercial Services as well as Finance and deputising for the CFO.
* Leading and developing the Finance teams in terms of personal development and training to deliver quality services, career progression and performance 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

* The role holder:
  + is the most senior member of staff and will have significant experience with extensive leadership skills and is widely acknowledged outside the institution, profession or specialist area.
  + is responsible for developing and delivering the strategic plans for their area, securing and deploying the resources necessary to meet the current and future needs of the University.
  + is required to manage the relationship between teams and ensure they interact effectively to achieve the common purpose of the University and will have responsibility for setting of overall standards across a function or area of the institution.
  + Is responsible for planning on a long-term or strategic basis that will affect large parts of the institution and possibly national or international activities. Individuals initiate, and through appropriate consultations and negotiations, establish policy changes to tackle major issues and situations, advising the University’s Senior Management Team as appropriate.
  + will apply creativity to devise varied solutions, approaching problems from different perspectives where a range of potential options are available.
  + will initiate solutions which consider strategic implications for the institution, anticipate problems and develop appropriate options.
  + will build and initiate contact internally and externally to market the institution, influence developments and benefit the institution as a whole.

# Main Work Activities Communication

* Responsible for advising SMT and other Senior University managers on the activity of a range of finance services in order to inform the development and implementation of future strategy.
* Responsible for monitoring and reporting, as appropriate on the delivery of core business against agreed targets.
* Responsible for identifying where remedial action is required where performance does not meet agreed targets.
* Responsible for reviewing and reporting on plans to take account of the need to adapt to changing circumstances.

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# Teamwork

* Responsibility for the finance function including the operational management of all finance staff and is required to manage the relationship between teams and ensure they interact effectively to achieve the common purpose of the institution.
* Attend various University meetings to represent Finance and to deputise for the Chief Finance Officer.

# Liaison and Networking

* Be responsible, 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 including the University’s internal and external auditors and the University's bankers, BUFDG, Inland Revenue, Customs and Excise and regulators, notably OfS.
* Responsible for the effective development of ongoing relationships with university staff to align existing activity with the strategic direction of Finance.
* Represent the University at a senior level at regional and national meetings, conferences and events relating to this area of activity.
* Responsible for maintaining financial regulations, purchasing rules and processes across the University.
* Be an active member of emerging networks.

# Service Delivery

* Lead and develop the financial services function including financial processes.
* Develop the Financial Services function, including the development of working relationships with Faculty and Service management teams.
* The development of financial and management reporting systems.
* Underpinning the University’s interactions with students and others.
* Develop and implement finance policies.
* Develop the provision of management information to ensure that the quality and effectiveness of the services are monitored and enhanced.
* Develop complaints and feedback processes; respond in an effective and timely manner and ensuring that complaints and feedback lead to enhancement of the service.

# Planning and Organisation

* Responsible for all returns to OFS and the Office of National Statistics.
* Responsible for preparing, delivering and managing efficiently and effectively operational plans and budgets.
* Identifying appropriate customer service standards and frameworks and ensure that the services obtain and maintain these.
* Responsible for the University’s treasury management and insurance functions, for the University’s payroll and pension functions, for the preparation of corporation tax and VAT returns and for the maintenance of the University's fixed assets records.
* Develop and maintain costing systems including the requirements of TRAC and research councils.

# Analysis/Reporting

* Responsible for analysing data to provide timely and accurate information, forecast and advice to Senior Managers to inform business plans that are set in the context of University strategy and policies
* Responsible for preparing annual statutory consolidated Financial Statements
* Responsible for preparing and developing monthly financial reports to ULT, to include income and expenditure, balance sheet, cash flow, initiatives and capital expenditure tracking
* Responsible for preparing an annual budget
* Responsible for preparing 5 year financial plans
* Responsible for preparing rolling financial forecasts for internal and external use (including OfS)
* Ensure efficient processing of student invoices and payments, including liaison with the Student Loans Company.

# 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**

A qualified accountant with substantial post qualification experience. **Application/Interview**

Experience in dealing with the financial accounting requirements of a medium to large organisation and be fully conversant with current Companies Act requirements and latest financial reporting requirements (preferably HE).

# Application/Interview

Is conversant with the latest financial systems and processes, and so be able to contribute to the development of systems and processes.

# Application/Interview

Can demonstrate the ability to:

* + Lead a multi-team finance function with demonstrable performance improvements moving a Finance team away from just reporting into influencing and driving business improvement;
  + Develop collaborative relationships at all levels in the organisation and within the Finance teams;
  + Demonstrate broad leadership skills including a sense of personal ownership, commitment and accountability;
  + Balance delegation with being "hands on" and close to the business;
  + Role-model a robust performance management culture both within your own teams as well as in the wider business.

# Application/Interview

**Communication (Oral and Written)**

Can demonstrate the ability to summarise complex ideas or information which may be highly detailed technical or specialist.

# Application/Interview

**Teamwork and Motivation**

Can demonstrate the ability to understand and manage the inter- relationship between different teams and their impact on the overall aims of the institution. Has the ability to create a culture that facilitates and promotes collaborative working to encourage beneficial working relationships across the teams.

# Application/Interview

**Liaison and Networking**

Can demonstrate the ability to build a reputation and market the University and/or advance the profession or subject. Influence external developments to generate benefits for the University as a whole.

# Application/Interview

**Service Delivery**

Can demonstrate the ability to set the overall standard across a substantial area (i.e., department; faculty; university) whilst continually monitoring standards and level of service. Identifies ways of making improvements to standards based on feedback and anticipated changes in the environment with consideration given to external factors that may impact on services and the University.

# Application/Interview

**Decision Making**

Can demonstrate the ability to combine rational analysis and experience to take long lasting and or complex decisions that can be implemented. Takes account of immediate and potential factors and their possible impact on successful implementation across the University or by external bodies make decisions that have a significant impact and are used for reaching, complex and long lasting decisions.

# Application/Interview

**Planning and Organisation**

Can demonstrate the ability to involve others in the creation of long term objectives and strategic planning. Anticipates changes in demand, opportunities or obstacles that would affect the chances of success.

Ensures that relevant strategic information is shares so others adjust operational plan accordingly and anticipates competing interests and takes action to prevent any adverse impact on the implementation plans.

# Application/Interview

**Initiative and Problem Solving**

Can demonstrate the ability to assess risk and takes action prevent adverse impact on the University. Uses the process of analysing problems and finding solutions to develop others and teams and add value to the University. Identifies solutions that bring wider and longer term benefits for the University and potentially external partners.

# Application/Interview

**Analysis/Reporting**

Can demonstrate the ability to gather data rigorously and conduct robust analysis, questioning assumptions and existing knowledge. Develops hypotheses and concepts to explain data, events and phenomena.

Report findings to wider community and is able to withstand challenge by relying on evidence gathered and processes used for analysis.

# Application/Interview

**Personal Characteristics**

Resilience to drive through changes in challenging environments **Application/Interview**