

Job Description

Post title:	Senior Finance Manager – Academic Schools & Research
Grade:	UH9
School/Department:	Finance
Responsible to:	Group Management Accountant
Responsible for:	Finance Managers, Management Accountants and Finance Assistants

MAIN PURPOSE OF THE JOB

The Senior Finance Manager will lead and manage the Academic Strategic Business Unit (SBU) and Research Management Accountants team, ensuring the delivery of a high-quality financial management, planning and decision-support service to heads of SBU and other key stakeholders across the University.

Working closely with the Group Management Accountant, the Senior Finance Manager will play a key role in the co-ordination, development and delivery of the University's planning and budgeting processes, while also overseeing the preparation and review of monthly management reporting to support effective decision-making by senior management.

RESPONSIBILITIES AND DUTIES

- To manage and co-ordinate the reporting requirements for Academic and Research SBUs, ensuring the timely production of accurate and professional monthly management accounts, quarterly forecasts and annual budgets for use by a range of stakeholders, including members of the University Executive's Team (UET)
- To review the monthly management accounts for the Academic and Research SBUs, including analysis of performance and highlighting remedial action where required. Review of School balance sheet reconciliations and outstanding debtors.
- To review the forecasts/budgets and variance analysis for the Academic and Research SBUs and provide written and oral commentaries including updating the FMR report.
- To review proposed new programmes, new partners, fee and discount proposals provided by Schools before submission to the Academic Development Committee (ADC) and to attend ADC and UK Collaborative Partnerships Group.
- To ensure consistent reporting practices across all Schools and to investigate and support the implementation of use of electronic and automated reporting.
- To co-ordinate data returns by FMs (Finance Managers) for any Government requirements, including HESA and HEBCIS returns.
- To lead on the year-end research and commercial contracts review with external auditors.
- To work with the Research Office, International Office and Business Development Teams supporting costing of new projects, provision of financial advice and providing finance reports as required to maintain common procedure notes for the role of FM.
- Maintain all costing forms as applicable.

- Line management of the School and Research Finance Managers including regular performance appraisals, objective setting and agreeing staff development objectives.
- To cover the role of Finance Manager for one or more Schools.
- To be part of the recruitment and selection panel for Finance Managers, Management Accounts and Finance Assistants for the Schools; including design, implementation and validation of appropriate level tests.
- To consider and seek solutions to common problems faced by FMs and to communicate appropriate outcomes.
- To ensure new policies, procedures and regulations are effectively communicated to FMs, and to monitor their consistent implementation.
- To ensure all month end/year end processes are understood and completed in a timely basis.
- To work closely with the Tax Manager to ensure all tax and VAT issues within the schools are dealt with in accordance with University and HMRC guidelines.
- Work with the Systems Accountant on current and new modules within the Finance System to ensure they meet the needs of the FMs.
- Work with the Systems Accountant to agree income assumptions with key stakeholders for each cycle.
- To attend Fees and Bursaries Group and Fees Strategy Group,
- To provide financial and planning support to any new academic initiatives during their development and growth phase.
- Streamline and automate the functions of Academic and Research Finance outputs to ensure time within the team is utilized for added value tasks.
- Jointly responsible for the design, development, co-ordination and reconciliation of staff budget template on a UH wide basis for upload into the budgeting module, with the Systems Accountant.
- Assess the training need; design and implement appropriate training intervention for new Deans/Heads of Strategic Business Units and Finance Managers. To provide an induction to new Heads of Strategic Business Units/Deans and Finance Managers.
- The postholder will play a progressively increasing part in supporting academic and marketing staff in the development of student fee rates, along with the School Finance Managers.
- To undertake other duties as specified by the Group Management Accountant, which would not change the general character or the level of responsibility of the post.

STAFF MANAGEMENT DUTIES

1. Oversight of staff issues for those within the allocated group including excellent people management, appointment, probation, appraisal, development, promotion and progression, review of performance according to policies and procedures agreed by the University
2. Maintenance of records of staff development activities
3. Oversight and monitoring of staff workloads in order to ensure an equitable distribution of staff loadings across the staff group and the most effective use of staff resources
4. Ensuring talented staff in the groups are recognised, rewarded and retained so ensuring that suitable succession plans are in place
5. The visible commitment, management and maintenance of high standards of safety throughout their domain commensurate with current Health and Safety legislation and with the University's Health and Safety policy
6. Identify achievable equality goals

SUPERVISION RECEIVED

The post holder reports to the Group Management Accountant and works closely with senior managers and other key stakeholders across the University. The role is expected to operate with a high degree of autonomy, exercising professional judgement within agreed financial regulations, policies and procedures.

SUPERVISION GIVEN

The post holder manages a team of Finance Managers supporting the Academic Schools and Research functions ensuring the delivery of a high-quality financial management service.

RESPONSIBILITY FOR BUDGETS

The post holder is responsible for providing financial oversight, planning, forecasting and reporting support for Academic School and Research budgets, ensuring the provision of accurate financial information to support effective resource management and decision-making.

RELATIONSHIPS/CONTACTS

Internal: Finance Department staff, senior managers, budget holders and University staff.

External: Office for Students, external auditors, funding bodies and other external organisations relevant to the University's financial management and reporting activities.

TRAVELLING / WORKING HOURS

Travel between University campuses and premises may be required in connection with the above duties and to attend meetings, training sessions and other University events. Attendance at external meetings, courses and conferences may also be required from time to time.

You are required to work 37 hours per week. Your actual hours of duty will be agreed with your manager. You may be required to work additional hours on occasion, as reasonably necessary to

meet deadlines, support key financial processes and reporting requirements, and ensure continuity of service.

There will be periods during the financial year, particularly around budgeting, forecasting, year-end and statutory reporting deadlines, when additional flexibility in working hours may be required.

This document outlines the duties required, for the time being, of the post entitled Senior Finance Manager – Academic Schools and Research to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and duties may be varied from time to time, provided they do not change the general character of the job or the level of responsibility entailed.

PERSON SPECIFICATION

Post title: Senior Finance Manager

QUALIFICATIONS & MEMBERSHIPS

Holds a Degree or equivalent qualification	Essential
A fully qualified member of an accountancy body recognised by the CCAB	Essential

EXPERIENCE

Extensive previous accountancy experience in a large, multi-disciplinary and fast-moving organisation	Essential
Experience of providing financial advice and support to non-finance people	Essential
Proven skills and experience in co-ordinating, supervising and managing the work of others and motivating staff	Essential
Broad-based, relevant post-qualification accounting experience in a financial management role, with proven and demonstrable technical skills, including project accounting, budgetary control and financial planning	Essential
Proven UK Higher Education financial and/or management accounting experience	Desirable

KNOWLEDGE AND ABILITY

Ability to motivate, train and coach a team and meet exacting deadlines	Essential
Excellent analytical skills with the ability to produce easily understood management information for a wide range of audiences	Essential
Good technical skills and a thorough understanding of accounting procedures	Essential
Excellent communication and interpersonal skills and the ability to produce easily understood management information	Essential
Proven ability to communicate orally and in writing to a wide-ranging audience	Essential
Highly computer literate, including, as a minimum, intermediate level skills in Microsoft Excel, Word and PowerPoint and experience of using computerised financial accounting systems	Essential
Ability to work effectively and flexibly, under pressure and to tight deadlines	Essential
Ability to work with little supervision	Essential
A good working knowledge of VAT	Desirable

BEHAVIOURS AND ATTRIBUTES

Willingness to work longer hours if required during peak periods such as Budgeting and Year End	Essential
Able to work in a collaborative manner across teams where appropriate	Essential
Committed approach to issues related to equality and diversity	Essential
A customer-orientated approach to service design and delivery	Essential

We are a values-led organisation. These values inform and sustain all our activities and reflect who we are as people. They tell everyone what is important to us and what drives us. We value:

Friendliness	Ensuring we act in a respectful and inclusive manner
Ambition	Supporting those determined to achieve
Collaboration	Encouraging working together for positive, shared outcomes
Enterprise	Being impact led and placing enterprise at our core
Student success	Working in partnership with our students and empowering them to reach their potential.

Shared Responsibilities

The University of Hertfordshire's vision is to transform lives, whether that's our students or staff. This means whoever you are, we will support you to reach your full potential to succeed during your career with us. Our staff community comprises innovative individuals who want to develop, excel and add value by doing their very best. We each embody the University values to be friendly, ambitious, collegiate, enterprising and student focused. We are passionate about promoting and working in a diverse and inclusive staff community. Everyone who works for the University is encouraged to share in that sense of belonging, entitled to feel they are managed fairly, are valued and accepted, and understand they are being supported to succeed.