



University of
St Andrews

Finance

Head of Financial Reporting





University of
St Andrews

Introduction



“Our remarkable students and staff are the lifeblood of St Andrews. It is their energy, vision and momentum [we] aim to support, to free them to use knowledge, ideas, and potential for the benefit of all.” The Principal, Professor Sally Mapstone

Founded in 1413, the University of St Andrews is Scotland’s first university and one of the oldest in the English-speaking world. With more than 600 years of academic excellence, we are proud of our reputation as a world-class centre for learning, teaching, and research.

St Andrews is a close-knit, international community set in a beautiful historic town on Scotland’s east coast. Our students and staff come from over 140 countries, creating a diverse and globally minded environment. We strive to create an inclusive culture in which all can flourish, and the University has attained several diversity awards, including those related to race and gender equality, and support for carers, which demonstrate our commitment to this ambition. The University is consistently ranked among the UK’s top institutions for student satisfaction, research quality, and teaching excellence.

We are a research-intensive university where creativity, collaboration, and critical inquiry are at the heart of everything we do. Whether you are joining us in an academic, professional, or support role, you will be part of a team committed to delivering outstanding education and making a meaningful contribution to society.

For those looking to be part of a university with deep-rooted heritage, a global outlook, and a forward-thinking approach, we invite you to consider joining our community at the University of St Andrews.



University of St Andrews

Finance

The Finance Department at the University of St Andrews currently comprises approx. 60 staff members. Its primary role is to provide support and advice on finance-related matters to the University's Academic Schools and Central Units, thereby advancing the University's charitable objective of pursuing and enhancing education through excellence in teaching and research. Following a recent improvement project the Finance department has successfully implemented a new finance system, Oracle Fusion.

The Head of Financial Reporting will be responsible for the Financial Accounts section within a busy Finance Department, comprising of three members of staff. The postholder will have responsibility for the preparation of the consolidated financial statements, balance sheet reconciliation, US GAAP accounts preparation, external audit, and providing monthly reports on business performance to management. The post holder has a key role to play in the management and development of staff, the development and c, and ensuring the necessary flexibility for adapting to a fast-changing environment.

Finance is a central unit within the university, providing a critical service across both academic and professional service units, supporting the University with planning, controlling and monitoring financial performance and ensuring that efficient and effective financial systems and procedures are in place in order to safeguard and optimise the use of the University's assets. Our values emphasise our culture of collaboration and continuous improvement in looking for opportunities to improve services for the benefit of all those with whom we work.





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The post holder will be an experienced Financial Controller with knowledge of working in a large complex organisation. They will possess strong leadership skills, a commitment to staff development, and a proactive approach to managing financial reporting.

They will be required to liaise closely with all other sections within the Finance department and both academic and non-academic staff throughout the University.





Job Description

Reporting to:	Deputy Director of Finance
Location:	Guardbridge
Job Family:	Managerial, Specialist and Administrative
Working Hours:	36.25 hours per week
Grade/Salary Range:	Grade 8 £59,967 - £67,469 per annum
Reference Number:	AD2285LS
Start Date:	As soon as possible
Interview Date:	To be confirmed
Duration of post:	Standard

Main Purpose of the Role

The main purpose of the role is to be responsible for all aspects of the monthly and annual financial reporting on a timely basis including the production of the annual financial statements for the University and its subsidiaries, monthly reports to the executive along with any of the financial returns required by SFC and other relevant bodies. You will coordinate the relationship with the external auditors ensuring accurate and timely information is provided.

The post holder will oversee and ensure the smooth running of the month and year end processes ensuring good quality financial information is produced with strong financial controls in place. You will develop systems to improve the quality and efficiency of financial processing and reporting effectiveness of the University whilst maintaining excellent financial control.

The role-holder, in supporting the Deputy Director of Finance (DDoF), is responsible for ensuring there is adequate technical expertise and resilience within the section to meet departmental objectives. They will be an advocate of staff development and demonstrate strong leadership of the financial reporting function, proactively taking the lead in the co-ordination and review of the sections output. They will motivate and manage Finance staff to deliver high quality financial information to senior staff whilst meeting the complex and varied needs of the department.

Key Responsibilities

Financial Information & Reporting

1. Manage and oversee the regular month-end process, ensuring that good quality financial information is produced on a timely basis.
2. Prepare draft financial performance summary reports, in-conjunction with other 'Heads of', for University Committees (PARC / Court) as required and in line with the Committee timetable.
3. Drive and direct the planning and production of the University's year-end financial statements, ensuring that they comply fully with extant financial reporting standards, and meet with the University's sector-leading timetable particularly in respect of property, pensions, income recognition, governance and risk control ensuring all reporting is verifiable by external auditors.
4. Provide support and direction to Senior Financial Accountant with regards to the production and co-ordination of the year-end financial statements and ongoing monthly tasks.
5. Full responsibility for the preparation of the draft 'front-end' of the annual financial statements, liaising with other senior members of the University as required
6. Provide technical financial accounting support to the DDoF, CFO, Executive, Court members and Finance Team members as required.
7. Role Holder will be expected to ensure their continuing professional development is kept up to date and relevant.
8. Actively monitor changes within the financial regulatory environment to ensure any changes which will affect financial operations or reporting are identified early such that solutions are implemented timeously
9. Oversee the production of all other financial statutory returns ensuring high quality information is provided within the timescales required.
10. Responsible for preparing the triennial conversion of the UK GAAP accounts into US GAAP for the purposes of the US Department of Education. Liaising with external auditors to ensure the completion of the related audit within six months of the year end.
11. Liaison with External audit to ensure that any issues or changes which may require additional audit work are flagged and resolved early in the financial year.
12. Liaison with Internal Audit such that this resource is used efficiently and effectively, on a risk-based basis to test the University internal financial controls, allocating resource where necessary and reviewing / finalising relevant financial internal audit reports.

Key Responsibilities

13. Working with Finance System analyst to ensure the management, maintenance and development of the University's financial system, specifically the general ledger and balance sheet is efficient and effective.
14. To develop reports for senior management which are relevant and appropriate to recipients and to enable the information presented to be understood by them.
15. To develop KPI's to monitor the performance of the Financial Reporting section.
16. To ensure that all queries and requests are responded to timeously and appropriately and ensure the financial reporting team meets the demands of its internal and external customers.
17. To ensure any policy changes are communicated effectively to all schools and units.
18. Overall responsibility for the preparation of financial returns required by SFC and other bodies on a timely and accurate basis. Work with Head of FAS to improve the quality, efficiency and effectiveness of the preparation and completion of all financial reports including HESA, TRAC, and SFC returns.
19. To manage general ledger coding structure to ensure it remains appropriate to the University's operations and reporting requirements in liaison with the Head of FAS and Finance System Analyst.

Month end

1. Analyse and review the month end timetable/process in order to deliver a faster month end close.
2. Improve analytical review process to drive efficiency and reduce volume of information thus improving the speed of the monthly reporting of the University and finance staff whilst maintaining excellent financial control.
3. Liaise with whole team to promote good practice, efficiency and identify opportunities for improvement by supporting process reviews by those performing the detailed operations.
4. Overall responsibility to ensure that the general ledger and subsidiary ledgers are accurately maintained, including the timely and accurate reconciliation of all accounts, so that the financial position of the University can be determined at any time. This will include the monthly review of reconciliations and analytical reviews. Ensuring the team have delegated and distributed monthly tasks most appropriately between them.



Key Responsibilities

5. To oversee the month end tasks with regards to the financial transaction teams for the University including purchase ledger, credit control, income office, payroll reconciliations, endowments and asset recording for the University ensuring financial controls over transactions are in place.
6. To manage the consolidation of University subsidiaries into the University finance system, Oracle Fusion.
7. To ensure the integrity of the data that interfaces into the finance system to ensure timely, complete and accurate information.

Project Management

1. To assume the role of senior user within the University project structure, as and when required, in relation to Finance and non-finance projects which involve financial reporting.
2. Represent the Finance Unit as a project team member/leader as required on projects which involve the implementation, improvement or maintenance of the financial ledgers or financial reporting projects where indirect tax compliance is relevant.

Staff Management

1. Provide guidance and leadership to the Financial Accountants ensuring the efficient daily functioning of the section, productivity of all staff members and ensuring all reporting and reconciliation deadlines are met as required.
2. Day to day responsibility for the development and support of the Financial Reporting team.
3. Set training and developmental objectives, undertake performance appraisal of team leaders and support staff to meet their goals. This will also include mentoring of staff under the University's professional training scheme (PASS).
4. Post holder is required to deal with change and manage its effects on staff and on systems and procedures where it has an impact on staff within their own team and the wider University.
5. Post holder is required to actively participate as a member of the Senior Finance Team where required in order to assist in the broader aspects of managing the wider Finance Team and responsibilities.



Key Responsibilities

6. Post holder is required to provide pastoral care to staff within the Financial Reporting Team.
7. All staff management duties and responsibilities should be carried out in line with the University's HR policies, equality and diversity practices and procedures and promoting equality of opportunity at all times.

Please note that this job description is not exhaustive, and the role holder may be required to undertake other relevant duties commensurate with the grading of the post. Activities may be subject to amendment over time as the role develops and/or priorities and requirements evolve.



Person Specification

Attributes	Essential	Desirable	Means of Assessment (i.e. application form, interview, test, presentation etc.)
Education & Qualifications <i>(technical, professional, academic qualifications and training required)</i>	CCAB with a recognised professional body At least 5 years PQE in a relevant role	Experience of managing month end process in a large/complex organisation Excel/data qualification.	Application, Certificates
Experience & Knowledge <i>(examples of specific experience and knowledge sought)</i>	At least five years' experience of managing teams in a large, complex multi-dimensional organisation with multiple business units at a senior level Experience of managing and delivering a month-end and year-end process to agreed timescales	Experience of working within the HE Sector	Application, Interview



Person Specification

Attributes	Essential	Desirable	Means of Assessment (i.e. application form, interview, test, presentation etc.)
Experience & Knowledge <i>(examples of specific experience and knowledge sought)</i>	Experience of working at a strategic level and implementing strategy with effective operational plans Preparation of annual reports and accounts to FRS102 standards Managing an external audit process Working with and directing internal audit work. Delivery of finance business process and culture change Proficiency in analysing large data files using spreadsheets, preferably Microsoft Excel		Application, Interview



Person Specification

Attributes	Essential	Desirable	Means of Assessment (i.e. application form, interview, test, presentation etc.)
Experience & Knowledge <i>(examples of specific experience and knowledge sought)</i>	Proven experience of successfully managing and motivating staff, providing appraisals and feedback		Application, Interview
Competencies & Skills <i>(e.g. effective communication skills, initiative, flexibility, leadership etc)</i>	Up to date technical accounting / skills and knowledge Decisive and confident in operating autonomously on a regular basis Excellent leadership, interpersonal and staff management skills	Familiar with HE SORP and HESA requirements Project Management skills	Application, Interview



Person Specification

Attributes	Essential	Desirable	Means of Assessment (i.e. application form, interview, test, presentation etc.)
Competencies & Skills (e.g. <i>effective communication skills, initiative, flexibility, leadership etc</i>)	Excellent oral and written communication skills. Must be able to deal confidently with senior management (both academic and non-academic) Must be able to motivate and enthuse staff, encouraging them to deliver the highest standards of performance Positive, self-reliant, open-minded and enthusiastic Must be able to generate respect and support at all levels within the organisation		Application, Interview



Person Specification

Attributes	Essential	Desirable	Means of Assessment (i.e. application form, interview, test, presentation etc.)
Competencies & Skills (e.g. <i>effective communication skills, initiative, flexibility, leadership etc</i>)	Disciplined and organised, with the ability to prioritise and complete work with multiple competing and tight deadlines Innovative and committed to continuous improvement Demonstrate high standards of personal integrity		Application, Interview



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Benefits

St Andrews offers more than just a place to work—it is a place to belong. We value collegiality, inclusion, and wellbeing, and we are committed to creating a workplace where staff can thrive and perform at their best.

In addition to the salary on offer for this position, there are a wide range of benefits for staff working at the University of St Andrews. The package for the Head of Financial Reporting includes:

- Financial contribution to relocation (subject to eligibility)
- Membership of the USS Pension Scheme with generous employer contributions of 14.5%
- A hybrid working environment, including partial homeworking where appropriate and a range of family friendly policies, supporting work-life balance
- Staff discount scheme for local and national goods and services
- Free staff parking, employee Carshare and Cycle to Work Schemes and subsidised local bus travel
- Subsidised sports membership, reduced tuition fees on degree programmes for staff, access to training and development opportunities including LinkedIn Learning, access to library facilities, salary sacrifice scheme
- 34 Days Annual Leave plus 5 Public Holidays.



How to Apply



We are committed to creating an accessible, fair and inclusive recruitment process for all candidates. If you require reasonable adjustments or accommodations during the application or interview process then please let us know and we will be happy to discuss support with you.

We encourage applicants to apply online at www.vacancies.st-andrews.ac.uk/welcome.aspx

If you have difficulties in completing the online application form, then please call +44 (0)1334 461990 or contact vacancies@st-andrews.ac.uk to discuss available support.

Applications should consist of the online application form only. Please do not upload CVs or covering letters.

For all applications, please quote ref: AD2285LS

The University of St Andrews is a charity registered in Scotland (No SC013532).



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Equality, Diversity & Inclusion

At St Andrews, we see diversity as a strength and value the rich variety of backgrounds, identities and experiences of our staff, students and alumni. We are committed to making the University a beacon of inclusivity and creating an environment where everyone can flourish and realise their potential.

We will achieve this through an approach that empowers our whole community and involves a determined shift in culture. Inclusivity will inform all of our policies and practices. The Principal, Professor Sally Mapstone

Diverse is a core theme of the University Strategy, and alongside our People Strategy, outlines a number of actions we are taking to create an inclusive culture. Our objectives include raising awareness of diversity events, initiatives and support, strengthening support for staff networks, creating more opportunities for employees to engage in consultations and discussions, offering a diverse range of rewarding career pathways and ensuring a working environment which supports positive working practices and behaviours.

We commit to providing a high-quality staff experience which enables all our staff to contribute, thrive, and perform at their best. By joining us at the University of St Andrews, you are joining a community which values difference, being your authentic self, and where you can play an active role in ensuring an inclusive environment for all.





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St Andrews

A modern location surrounded with ancient history, St Andrews is a dynamic and friendly town found on the east coast of Scotland. Situated in the Kingdom of Fife, St Andrews has easy links to nearby commuter towns and transport links (including airports) to the nearby cities of Dundee (13 miles) and Edinburgh (c. 1 hour by train).

Beyond the lecture halls and labs, St Andrews is home to stunning, unspoilt beaches and fresh sea air. Take a peaceful stroll or an energising walk with friends along the iconic two-mile stretch of the West Sands. If you prefer the water, ride the waves at the East Sands or try sailing, sea kayaking and windsurfing. For breathtaking views, a walk to the end of the stone pier is an experience not to be missed.

St Andrews and the surrounding area is home to a wide range of restaurants and shops, while boasting an array of beautiful beaches. St Andrews is also the home of golf and there are seven local courses including the famous Old Course.

Fife is an area filled with history and culture. There are nearly 5,000 listed buildings and 50 conservation areas across the Kingdom, with some historic structures dating all the way back to the 12th century. St Andrews enjoys a microclimate and is typically much drier than western parts of the country.





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Further Information

This post will be primarily based at the Eden Campus at Guardbridge, a state-of-the-art working environment for professional services units.

The University encourages all interested candidates to apply, and all applications received are assessed against the essential and desirable criteria listed in the further particulars. The successful candidate will have to demonstrate their right to work in the UK prior to commencing employment and where required, obtain the right to work in the UK, the university can help with this.

Information on other visa options is available at <https://www.gov.uk/check-uk-visa> or by contacting our HR Immigration Team on hrimmigration@st-andrews.ac.uk.

Before an appointment can be confirmed, you will be subject to a Criminal Records check.

You are expected to uphold a duty of care towards colleagues, students, and communities, and to actively contribute to a safe, respectful, and inclusive environment. This includes responding appropriately to disclosures or reports of sexual misconduct, gender-based violence, bullying, harassment, or other concerns, in line with organisational policies, and signposting individuals to the appropriate departments





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