Head of Finance
(Bristol University Press)

1 JOB DESCRIPTION

Faculty / School or Division: Bristol University Press
Faculty/School or Division Address: 1-9 Old Park Hill, Bristol BS2 8BB

Job Family:	**Professional & Administrative Services**		
Grade:	K	**Salary range:**	£52,788 - £59,390 per annum
Hours of work:	Full Time/100% time	**Contract type:**	Fixed Term until 30/11/2027
Work pattern:	Monday to Friday	**Vacancy Reference Number: SUPP113922**	

1.1 Main Job Purpose

The Head of Finance (BUP), leads the finance function for the award-winning publisher, Bristol University Press (BUP).

The postholder will deliver insightful analyses and information to support the strategic development and transformation of Bristol University Press, build relationships with colleagues across BUP, Finance Services, ALSS Faculty divisions, external university press and commercial publishing finance directors, and across the University. They will monitor and seek to improve BUP's performance, provide key information and data, seek to maximising income generation, manage cost control and ensure compliant process and polices, prioritising improvements and projects in line with objectives.

1.2 Standard Responsibilities

- Lead and oversee the BUP finance team to deliver contractual and statutory requirements ensuring that appropriate training and work experience is in place for the development of direct reports.
- Develop and communicate a clear vision for financial development of BUP across all BUP teams, including Senior Management Team, defining what success looks like, raising their performance using team performance measures with appropriate financial KPIs and identification of financial risks, with comparisons to best practice in the market.

- Responsible for BUP's monthly Management Accounts providing insightful analysis and comment across all financial aspects (Income, Costs, Overheads) and allocations as well as supporting the development of financial budgets, plans and strategies and their effective implementation for BUP.
- Work with stakeholders to develop and set service standards, maintaining and continually improving the overall standards of service with accountability for such standards being met.
- Manage the relevant year end process to ensure deadlines are met.
- Deputising, as relevant, for the BUP CEO, and/or Head of Finance, Faculties, in relation to BUP business by attending relevant University Groups, Committees and Boards with contribution to relevant decision making.
- Ensure appropriate and timely training plans are in place on relevant financial rules and regulations.
- Be a member of relevant internal and external committees/groups (eg Senior Management Team and Business Advisory Board), presenting and explaining financial information, dealing with financial issues, influencing decision making on financial and commercial issues, hosting discussion groups to identify new opportunities and developments within each of the areas of responsibility, to consider options for consideration and potential systems development.
- Work with colleagues across BUP, Finance Services, other parts of the University and external bodies, providing professional expertise and advice to support informed decision making on publishing business finance management to ensure a compliant environment and provide assurance to the University of effective financial management.
- Provide information and analysis, as required, to help satisfy requests from external and internal auditors.
- Review and set service standards appropriate for resource capacity and volumes, taking decisions on how that resource capacity is deployed.
- Work in collaboration with other areas of Professional Services providing finance expertise as needed to resolve funding or contractual problems or disputes.

1.3 Relationships

Line manager:

CEO Bristol University Press, dotted line to Head of Finance (Faculties).

Line manager to:

Assistant Accountant, and Accounts Assistant.

1.4 Job Hazards and Pre-employment Checks

Not applicable

2 PERSON SPECIFICATION

2.1 Standard Skills, Knowledge & Experience Required

Criteria	Essential	Desirable	Assessed By A/I/T/O
Experienced line manager, demonstrating development of individuals or teams	Y		A, I
Experience of leading a team administering large complex, multi organisation projects.	Y		A, I
Experience of identifying and improving processes and driving improvements in team performance	Y		A, I
Understanding of a compliance and control environment, ideally experience of implementing a control framework	Y		A, I
Experience of working in a customer service environment	Y		A
Detailed knowledge of financial management of international publishing		Y	A, I
Delivery focussed and solution orientated	Y		A, I
IT literate, advanced excel, good knowledge of Finance and Accounting systems and MS365 suite	Y		A
Proven analytical and problem-solving capability	Y		A, I
Proven planning and organising skills		Y	A, I
Experience of post-award research administration and assurance		Y	A
Experience of delivering change and service innovation		Y	A
Experience of managing other managers		Y	A
Proven success in developing successful working relationships in a service environment		Y	A, I
Qualified Accountant or Qualified by relevant experience	Y		A
Continuous Improvement		Y	A
Personally resilient	Y		A, I
Self-motivated and proactive, takes initiative	Y		A, I
Genuine desire to provide fantastic customer service and exceed expectations	Y		A, I
Strong verbal and written communication and presentation skills. Ability to present financial information to colleagues outside of Finance	Y		A, I
A proven ability to work collegiately within a team, and to interact effectively at all levels with a wide range of colleagues and external partners.	Y		A, I
Excellent interpersonal skills including leadership and motivational capabilities.	Y		A, I
High level of negotiation and influencing skills - an ability to command the respect of academic and senior management staff, and to direct outcomes through persuasive arguments.	Y		A, I
A commitment to open communication, flexibility and participation at all levels.	Y		A, I

A – Application Form
I – Interview
T – Test or Scenario
O – Other e.g. presentation, focus group