|  |  |
| --- | --- |
| Last updated: | February 2020 |

**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| Post title: | **Director of Finance – Business Support** | | |
| School/Department: | Finance and Planning and Analytics | | |
| Faculty: | Professional Services | | |
| Career pathway: | Management, Specialist and Administrative | Level: | 7 |
| Posts responsible to: | Executive Director, Finance and Planning | | |
| Posts responsible for: | Heads of Faculty Finance (x 5 faculties), Head of Professional Service Finance, Head of Research & Enterprise Finance | | |
| Post base: | Office-based | | |

|  |
| --- |
| Job purpose |
| * Leadership and oversight of financial management information and forecasting, and provision of business support to the University Faculties & Professional Services (PS) through delivery of: effective business planning and budgeting, costing and modelling, business case support and research income forecast & planning. * A research & enterprise financial strategy which supports delivery of the University’s vision. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | **Operational Excellence & Innovation**  Leading over 100 members of Faculty Finance and PS Finance Teams, with business support responsibility for total budgets of over £500m;   * Ensure Faculty Finance and PS Finance deliver robust planning outputs which align to strategy development - ensuring deadlines and quality standards are met, with regular reporting to University executive bodies. * Provide oversight and guidance to the delivery of costing and modelling tools and information that supports the University and Faculty decision-making processes, making optimum use of the approach to TRAC. * Provide oversight to the implementation of forecasting and planning tools, to work with the Director of Finance (Planning) to develop and transform the budget process allowing forward planning, sensitivity analysis and performance management. * Lead, direct and develop the day-to-day provision of research administration services to all customers, internal and external, and deliver operational excellence through the management, development and motivation of staff to ensure the optimum quality and value provision of services for the organisation and all customers. * Be responsible for ensuring financial integrity, meeting deadlines and quality standards for external and internal financial returns. * Provide ultimate oversight with regards to financial support and expertise to research fund submissions, including approval of applications & awards >£1m. * Provide strategic financial overview to the c. £120m pa research income economy through forecasting, planning and optimisation of overhead recovery opportunities. * Design and implement the overall strategy for Management Accounting and forecasting practices within the University, looking to integrate management accounts with other key management information. * Continually develop and improve the provision of Financial Management Information to University Executive bodies. * Provide financial advice and decision support for significant University capital and change projects. | 45% |
|  | **Customer Service (Assist, Advise, Enhance)**   * Provide finance leadership to the University’s research & enterprise strategies – to include membership of Research & Enterprise Executive Group (REEG) & Southampton Enterprise Board (SEB). To lead on research & enterprise funding - accounting and returns. * Lead on the development and implementation of service plans, policies and guidelines, business re-engineering of process, and process improvement including cultural transformation initiatives that fully meet customers’ needs. * Manage the performance of the service developing appropriate KPIs, benchmarking and customer feedback. * Provide expert advice to the University to ensure all financial options are fully considered and developed. * Set overall standards of service, review customer needs and ensure continuous improvement. | 25% |
|  | **Leadership, Management & Engagement**   * Manage and lead Finance Teams of over 100 staff, ensuring well trained, motivated and engaged staff are deployed to meet customer and service demands * Set priorities, delegate, motivate and develop teams, coach them to become top performers and communicate objectives and goals. Ensure priorities are clearly aligned to the University strategy. * Value and celebrate differences by building rapport, form alliances and negotiate effectively ensuring that the Finance and University values are promoted. * Approach problem solving logically, research options, avoid biases and focus on meaningful data to draw the right conclusions, weighing the financial implications of decisions against risks. * Understand the scope and objectives of projects, recognise the roles and responsibilities of others, use Project Management tools to stay on track and become an effective, senior member of cross-functional University teams. * Contribute to the leadership and management of the Finance, Planning & Analytics Department including stewardship, training and development, budget management, cross department working and effective communication. * Represent the University, actively developing collaboration across and outside the sector to deliver more effective finance services. * Develop effective networks across and outside the sector to lead best practice financial management for the university. * Represent the Department on cross cutting University wide projects, ensuring that strategic decisions have the relevant level of financial probity. | 25% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5% |

| Internal and external relationships (including nature and purpose of relationships) |
| --- |
| The post holder will be expected to undertake the duties as part of an integrated senior leadership team and will be expected to adopt priorities and engage in activities which promote the effective working of the whole team.  The post holder will be expected to play a leadership role and assist other Finance staff in embedding a “business and service culture” within the organisation.  The post holder will be expected to liaise with Faculty, Academic and Professional Service colleagues and with colleagues in other institutions and related organisations.  The post holder will work across the University with senior post holders communicating at the highest level and presenting and influencing decision-making.  The post holder will work with Finance Committee providing information, making recommendations and implementing actions. |

| Special Requirements |
| --- |
| To maintain the relevant level of professional expertise and qualifications to discharge the duties of a Director of Finance and leadership of the business support area.  There may be a requirement to work varying core hours, and on occasion to work outside normal hours, to ensure that service commitments are met.  It is expected that the duties will be performed in the light of the relevant activities in Higher Education generally. The post holder will be expected to be aware of the activities and initiatives being formulated nationally and internationally within the relevant specialist area and will be expected to take part in such activities should they be relevant to and of benefit to the work being undertaken locally. |

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| Criteria | Essential | Desirable |
| Qualifications, knowledge & experience | CCAB qualified with extensive post qualification management experience in a large and complex organisation.  Demonstrable work experience delivering complex business planning & management information in a customer service/delivery environment  Finely tuned stakeholder management skills to ensure effective engagement at all levels  Demonstrable ability to analyse and translate user requirements into technical solutions  Proven people management skills | Demonstrable experience of Finance project management / project lifecycle, particularly under PRINCE2  Knowledge and experience of FRS102  Knowledge and experience of alternative service delivery models |
| Planning & organising | Ability to plan activities with an appreciation of the long-term issues, ensuring plans complements broader operational strategy. Use insight to anticipate and predict requirements on longer term basis and use to inform departmental planning and organisation.  Excellent prioritisation skills, thoroughness, accuracy and attention to detail  Resource management with the ability to agree priorities and negotiate for resources  Plan, estimate and track project work at an appropriate level of detail, ensuring successful delivery of large-scale projects. |  |
| Problem solving & initiative | Able to assess complex issues; and to apply originality in modifying existing approaches to solve problems  Confidence to challenge existing work practices to continuously improve services to customers. |  |
| Management & teamwork | Demonstrable leadership, organisational and planning skills with the ability to share knowledge with colleagues at all levels  Identify and exploit opportunities for continuous improvement of management process. Implement successful change management initiatives.  Ability to motivate and lead a team and achieve tight deadlines whilst delivering excellent customer service  Experience in recruitment, retention, motivation, appraisal and performance management of staff. | Positive experience of dealing with resource and performance management issues |
| Communicating & influencing | Excellent communication skills to liaise with colleagues at all levels, within the team, the department and across the wider University. Ability to articulate and present complex financial arguments to non-finance professionals.  Able to interact with other areas of the organisation to generate and co-ordinate original ideas or developments.  Ability to produce clear and concise documentation and management information with service delivery improvement proposals  Ability to present your ideas to a diverse audience to shape and influence service delivery standards  Ability to establish and build strong relationships with key stakeholders.  Ability to use influence at a senior level to impact the development of key positions or strategies. |  |
| Other skills & behaviours | Keenness to research current market place and keep up to date with commercial developments  Methodical, calm and clear-thinking under pressure |  |
| Special requirements | Flexibility to work out of hours on occasion to meet user or service expectations  International travel on occasion particularly to oversee subsidiary company activity. |  |

**JOB HAZARD ANALYSIS**

**OFFICE-BASED POST**

If this post is an office-based job with routine office hazards (eg: use of VDU) no further information needs to be supplied.

**NON-OFFICE BASED POST**

If this post has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.

## - HR will send a full PEHQ to all applicants for this position.

|  |  |  |  |
| --- | --- | --- | --- |
| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
|  | | | |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |