



Job Description and Person Specification

Summary

Job title:	Deputy Director of Finance
Area:	Finance
Reference:	EHM0277-0225
Grade and Salary:	£63,434 - £69,082 per annum. Grade MG03 – MG06, Points 3 to 6
Contract Type:	Permanent
Hours:	Full Time (37 Hours per week)
Location:	Campus based role. Ormskirk, Lancashire, L39 4QP
Accountable to:	Director of Finance
Reporting to:	Director of Finance

About the Role

You will lead and manage a highly effective Finance Team, providing an innovative, business-focused, high-quality, customer service which is aligned to the strategic aims of the University. You will hold responsibility for ensuring that statutory accounts for the University and its subsidiary companies are produced, ensuring key decision makers and budget holders are provided with management accounting information, with underlying financial systems maintained and developed to meet the needs of the University.

Leading half of the departmental teams, with an efficient and effective service which supports multiple stakeholders demands including banks, regulatory bodies, Governors, budget holders and auditors. You will manage organisation risks arising from an increasingly complex legislative and compliance-based environment.

You will play a pivotal role in meeting the financial needs of university staff and demonstrate the ability to operate in a complex organisation possessing excellent communication and leadership skills with detailed knowledge of finance systems is essential. Whilst as providing strategic leadership to and building capacity and capability within the Finance Team and supporting and deputize for the Director of Finance in their role on Audit Committees and other committees and group, providing expert advice and guidance as required.

Duties and Responsibilities

1. To manage and lead the Finance function in providing financial services across the University, to establish and embed strategic financial management and business partnership support to faculties and professional services.
2. In conjunction with the Director of Finance, to develop the University forecasts as part of the University strategic planning process, including the OfS five year financial forecasts, treasury management strategy and annual University budgets, providing performance monitoring and analysis as required.
3. The timely production of fully completed statutory accounts for the University and its subsidiary companies involving the analysis and interpretation of complex accounting information and forecasting the impact of changes upon the University.
4. Lead responsibility for the installation, ongoing development and maintenance of service in relation to core University financial systems ensuring our systems continue to be fit for purpose and fully meet the changing needs of the University.
5. Maintain an effective strategic perspective and understanding of all Finance related systems and processes with the overall aim of delivering a coherent and effective set of Finance IT Services which support both development and service improvement.

6. Lead and manage complex, cross-cutting projects with a wide range of stakeholders, adapting project plans to take account of a changing sector. Key liaison point for other system owners across the University where such systems interface with Finance systems.
7. Working with colleagues, stakeholders and suppliers in shaping, controlling and delivering systems change management including the analysis and interpretation of information from a wide variety of sources to understand business challenges and identify and deliver appropriate change.
8. Lead on the annual institutional budget process, preparing guidance, supporting budget holders and ensuring the accurate and timely production of the Institutional submission of budgeted Income and Expenditure, Balance Sheet and Cashflow statements.
9. Lead on VAT and corporation tax returns and other external returns, processing and dealing with related queries with a proactive approach to interpreting and conveying new legal and regulatory requirements and their implications for University strategy.
10. Deputize for the Director of Finance as required.
11. Proactive research and analysis of management information to enable key areas of concern to be explored and help inform more effective decision making.
12. Build effective working relationships with staff across the University to enable continued improvement and enhancement of services in accordance with the needs of our customers.
13. Work collaboratively with colleagues to identify and scope change requirements, leading project groups and cross-department developments.
14. Responsible for the development of payment acceptance policies, raising awareness of and supporting the development of a PCI DSS compliant environment including the development and delivery of training.
15. Build and develop effective external networks via UK User Groups and strategic partnership meetings.
16. To support and advise senior colleagues across the University with a responsibility for financial management leading on the effective training of users to ensure that University finances are accurate and well managed. Define and resolve any issues with current procedures and practices.
17. Motivate and empower colleagues to participate in relevant development/user groups and forums to ensure that the University is contributing to and benefitting from leading edge knowledge and developments.

18. To ensure that the service operates to the highest standards in terms of data protection, freedom of information and that confidentiality of personal or sensitive data is maintained at all times.

Team Leadership and Development

1. To proactively enable talent, initiative and creativity and also to proactively address any aspect of under-performance.
2. To be a principle liaison figure for accounting and financial queries across the organisation and provide leadership and guidance to all organisation staff with financial responsibilities.
3. To ensure the effective planning and organisation of the workload and staffing resources within the team ensuring delivery of service excellence and appropriate cover across the whole accounts and systems service.
4. To engage, motivate and encourage personal professional development of team members, through effective performance reviews, personal development plans etc.
5. Any other duties appropriate to the grade, as required by the Director of Finance.

In addition to the above all Edge Hill University staff are required to: adhere to all University policies and procedures; demonstrate excellent customer care; undertake appropriate learning and development; actively participate in performance review; encourage equality, diversity and inclusion; respect confidentiality; act in a sustainable manner; and proactively consider accessibility.

Eligibility

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

Person Specification

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

Qualifications

Criteria	Essential or Desirable Criteria	Method of Assessment
CIMA/CCAB Accounting Qualification	Essential	Application
Educated to Degree level	Essential	Application

Experience and Knowledge

Criteria	Essential or Desirable Criteria	Method of Assessment
Finance work experience at an equivalent level within a pressurised environment	Essential	Application & Test
Experience working in a financial role with practical experience in financial reporting	Essential	Application, Supporting Statement & Interview
Experience of working in a finance related role within a large complex organisation	Essential	Application
Knowledge of financial management procedures and controls	Essential	Application, Supporting Statement & Interview
Line management experience	Essential	Application, Supporting Statement & Interview
Experience of successfully managing projects or complex assignments	Essential	Application, Supporting Statement & Interview

Abilities and Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
Able to demonstrate a strategic solution focussed analytical approach to problem solving that is adapted to the needs of the customer and the continued success of the organisation	Essential	Supporting Statement, Interview & Presentation
Outstanding communication and relationship building skills with a strong customer and business focus	Essential	Application
Able to work effectively on own initiative displaying flexibility, innovation and proactivity	Essential	Application, Supporting Statement & Interview
Able to maintain confidentiality at all times	Essential	Application
Able to display excellent attention to detail and highly developed analytical skills	Essential	Application, Supporting Statement & Interview
Able to work effectively under pressure, prioritise and meet multiple and sometimes conflicting deadlines	Essential	Application, Supporting Statement & Interview
Excellent written communication skills with the ability to produce clear, concise and articulate reports, policy and business documents	Essential	Application
Excellent and demonstrable customer service skills	Essential	Application
Clear logical thinker with astute decision making skills	Essential	Application
Competence in the use of IT including Excel and Word. The ability to use technology to record, collate, analyse and present meaningful management information	Essential	Application
Ability to clearly demonstrate a positive solution focussed approach to change and to role model professional and positive behaviours	Essential	Application

Candidate Guidance and How to Apply

Join our team at Edge Hill University! We're looking for talented individuals to join our dedicated and supportive community and make a difference to our students. At Edge Hill we value the benefits a rich and diverse workforce brings and welcome applications from all sections of society.

Have any questions?

For informal enquiries about this vacancy, please contact Michael Sprigg, Director of Finance at Spriggm@edgehill.ac.uk.

Ready To apply:

1. Go to our jobsite - <https://jobs.edgehill.ac.uk/Vacancies.aspx>
2. Find the role you wish to apply for.
3. Click the "**Apply Online**" button on the job advert and follow the easy steps to prepare and submit your application.

Key points:

- **Closing date:** Please refer to the advert for the closing date for this vacancy. Vacancies automatically close at 23:59pm [GMT]. Please note, that the University may on occasion close a post early if vacancies attract high volumes of applications; we therefore encourage you to prepare and submit your application in good time.
- **Next steps:** We'll contact you by email, usually within two weeks, to let you know if you have been shortlisted.
- **Shortlisting:** Information you provide on your application will be assessed against the person specification for this role. We encourage you to clearly show how you meet the requirements presented in the person specification. We encourage use of specific examples of your experience, knowledge and skills within your supporting statement(s).
- **Pre-employment checks:** Following offer, successful candidates will need to provide original proof of identity, qualifications and professional memberships, and evidence their right to work in the UK. You will also complete a pre-employment health questionnaire to support Edge Hill University make appropriate adjustments to support you in the role.
- **References:** You will be asked to provide details of two referees on your application form. References will be collected following issue of an offer of employment. Guidance on how to select your referees is provided on the

form. The University may ask you for alternative or additional referees to cover your previous three years of employment during pre-employment

- **Start date:** A start date will be arranged after pre-employment checks are completed.