



Job Description and Person Specification

Summary

Job title:	Finance Projects and Systems Manager
Area:	Finance Department
Reference:	EHA1913-1026
Grade and Salary:	Grade 10. Points 41-45. £53301 - £59966 per annum.
Contract Type:	Permanent
Hours:	Full Time (36.25 hours per week)
Location:	Hybrid with base at Ormskirk, Lancashire, L39 4QP
Accountable to:	Director of Finance
Reporting to:	Head of Payroll, Pensions & Systems

About the Role

This is a key leadership role within the Finance Department with University-wide responsibility for the ownership, support, development, and continuous improvement of the University's Finance systems portfolio. Reporting to the Head of Payroll, Pensions & Systems, you will act as the technical lead for core finance system and associated platforms, and the lead contributor on behalf of Finance when supporting wider University digital projects. working collaboratively across Professional Services, Academic Departments, and external suppliers.

The role is centred on leading finance and payment systems strategy, configuration, integration, and development, with the strategic directive to implement a new system. You will also contribute significantly to the ongoing implementation and optimisation of the University's Student Records System transformation programme, helping ensure successful adoption, continuous improvement, and effective transition into sustainable business-as-usual service delivery.

As Service Owner, you will be responsible for ensuring the University's Finance and payment systems platforms remain secure, reliable, effectively integrated, and aligned with institutional priorities and regulatory requirements.

With the University transitioning towards a modern SaaS-first architecture, the role places a strong emphasis on systems integration, automation, and interoperability.

The role carries responsibility for application lifecycle management, supplier and vendor relationships, service performance, and operational risk ownership across the Finance Systems portfolio.

Duties and Responsibilities

1. Service lead responsibility for all stages of financial software and integration development:

- a. Develop and lead the University's finance systems strategy, ensuring alignment with institutional strategic objectives, digital transformation priorities and regulatory requirements.
- b. Specifying and designing complex, business critical integrations, analysing and interpreting business requirements and translating these into technical designs, including the application of agreed data modelling and design techniques in line with the agreed system and service design standards.
- c. Assessing and managing risks associated with the design and implementation of data integrations, APIs and related software. Planning resource allocation, mitigations and contingencies, and taking preventative measures as required.
- d. Contribute to the development of organisational policies, standards, and guidelines for software development, including software security.

2. Responsible for implementing business change projects

- a. Plan and lead the scoping, procurement and implementation of new systems and processes, including ongoing process review mapping and associated documentation.
- b. Take responsibility to establish project objectives and ensure the scope of the implementation project is clearly defined, agreed, and managed.
- c. Lead briefings and training sessions as required to a range of staff and stakeholders.
- d. Provide leadership and professional direction to multidisciplinary project and technical teams.
- e. Maintain appropriate project governance structures to ensure successful project delivery and take responsibility for identifying, escalating and resolving issues.
- f. Manage and control annual operational and capital budgets associated with the Finance Systems portfolio.

3. Functional design lead:

- a. Act as the University's lead authority on finance systems architecture and future systems direction.
- b. Lead on solution requirements and technical development of finance components, subcomponents and changes to systems.
- c. Design and configuration of services ensuring balance of functional requirements.
- d. Provide strategic advice to Executive Leadership Team members regarding systems investment, risk and transformation priorities.

4. Actively maintain specialist knowledge and skillset:

- a. Develop and lead a coherent institutional finance and payment systems strategy
- b. In partnership with other specialists, work collaboratively to ensure appropriate advice and support is provided to the Executive Leadership Team.
- c. Keep updated on relevant legislation and industry best practice to ensure policies and procedures are in place to maintain compliance and manage risk.
- d. Influence supplier product roadmaps and sector developments through participation in national higher education systems networks.

5. Ensure quality of service by pre-empting and responding to operational needs and issues:

- a. Plan and manage upgrades and impact on services, including user acceptance testing.
- b. Perform decision making to facilitate successful outcomes for assigned work, ensuring users' needs are fully addressed.
- c. Foster a culture of support and collaboration across areas of responsibility.

6. Liaise with application suppliers/vendors and solution providers at a technical level:

- a. Review and appraise supplier/vendor product roadmaps and developments.
- b. Proactively engage with vendor lead product sessions, user groups and roadshows
- c. Plan business impact and implement service changes of major and minor upgrades.

7. Actively create, foster and maintain excellent business relationships:

- a. Maintain and develop business relationships with suppliers providing feedback and recommendations on product enhancements.
- b. Develop and maintain close working relationships with key stakeholders, including system owners, technical departments and heads of business-critical systems.
- c. Provide strategic context to stakeholders in understanding how proposed solutions align with business and enterprise objectives.
- d. Confident in presenting technical concepts, proposals and solutions to audiences at all levels including senior stakeholders.

8. Investigate, diagnose, and support resolution of problems with systems, services and processes:

- a. Perform root cause analysis to determine the nature of the problem.
- b. Facilitate the implementation of agreed patches, updates, and amendments.
- c. Communicate to all stakeholders, system users and suppliers.
- d. BAU activity, responding to technical service incidents, support requests and tickets.

- e. Assist with incident response, troubleshooting, and problem resolution in collaboration with the Digital, Data and Technology Service.

9. Manage, lead and carry out Finance system projects, actively participating in all phases:

- a. Work collaboratively with colleagues to identify and scope change requirements, leading project groups and cross-department developments.
- b. Identify, assess, and manage risks to the success of the project.
- c. Lead Finance systems projects and governance structures, including the production of strategy papers and Board documentation.
- d. Undertake extensive and detailed testing of new developments, upgrades and enhancements, logging and resolving issues with software vendors in your role as a Service Owner.
- e. Remain aware of, and respond to, a changing policy environment; proactively advising senior managers of change requirements as appropriate.

10. Planning, evaluating and overseeing the development of integration deployments across a portfolio of projects and a roadmap of data integration improvements:

- a. Working with project teams and internal stakeholders to define data integration strategies and requirements ensuring these align to the Enterprise Architecture.
- b. Managing data integration projects, conflicts and escalation across teams and departments by following processes in line with agreed strategy and policy.
Providing expert accounting advice to project teams on the use of finance integration technologies, finance architectures and modelling, system architecture and best practice approaches to integrations.

11. Provide service ownership and governance across the University's finance and payment systems portfolio:

- a. Act as Finance technical lead, Service Owner and strategy lead for key finance and payment platforms and associated services across the institution.
- b. Oversee application lifecycle management including upgrades, roadmap planning, configuration governance, service continuity, and technical assurance.
- c. Work collaboratively with business owners and stakeholders to prioritise enhancements, technical improvements, and service developments.

12. Provide leadership and management to finance staff where applicable:

- a. Supervise, support, and develop staff through regular communication, objective setting, performance management, and professional development.
- b. Allocate and prioritise workloads to ensure effective service delivery and project outcomes.
- c. Foster a collaborative, inclusive, and high-performing team culture.

In addition to the above all Edge Hill University staff are required to: adhere to all University policies and procedures; complete all mandatory training and induction modules, including Equity, Diversity & Inclusion and Health & Safety; engage in appropriate learning and development activities; actively participate in performance review; demonstrate excellent customer care; contribute to an inclusive environment for everyone; respect confidentiality; act in a sustainable and environmentally conscious manner; and proactively consider accessibility in all aspects of your work.

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
Relevant degree-level qualification or equivalent experience	Essential	Application
Postgraduate or professional qualification	Desirable	Application
Project Management qualification	Desirable	Application

Experience and Knowledge

Criteria	Essential or Desirable Criteria	Method of Assessment
Experience of managing technically complex IT solutions and services across multiple hardware environments and software platforms, on-prem, managed hosting and SaaS, delivering intended outcomes and quality results	Essential	Supporting Statement and Interview
Recognised expert in enterprise finance systems and digital transformation, evidenced through professional accreditation, sector leadership, participation in national specialist groups or equivalent professional standing.	Essential	Supporting Statement and Interview
Excellent working knowledge of Finance systems or similar business systems.	Essential	Supporting Statement and Interview
Detailed knowledge and practical experience of enterprise application development, configuration, integration, and support, including APIs, middleware/iPaaS technologies, automation, and modern integration methodologies.	Desirable	Supporting Statement and Interview

Criteria	Essential or Desirable Criteria	Method of Assessment
Proven experience of developing and supporting technical solutions using technologies such as SQL, JavaScript, PowerShell, RESTful services, and Microsoft cloud technologies including Azure and the Power Platform.	Desirable	Supporting Statement and Interview
Experience of software release management, testing, structured change control, troubleshooting, incident resolution, and operational support across live production environments.	Desirable	Supporting Statement and Interview
Experience of managing and prioritising multiple technical projects, operational activities, and competing demands within complex service environments.	Essential	Supporting Statement and Interview
Experience of supplier and vendor relationship management, including working collaboratively with third-party providers to deliver service improvements and technical change.	Essential	Supporting Statement and Interview
Evidence of providing technical leadership, sharing specialist knowledge, and building effective relationships with technical teams, stakeholders, suppliers, and customers to deliver high-quality, customer-focused services.	Essential	Supporting Statement and Interview
Knowledge and experience of higher education systems and business processes.	Desirable	Supporting Statement and Interview

Abilities and Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
Able to manage and support innovative and technically complex business systems, integrations and services.	Essential	Supporting Statement and Interview
Able to lead on complex Finance systems developments, motivate and influence others and manage end-user expectations.	Essential	Supporting Statement and Interview
Able to investigate, analyse and problem-solve complex technical scenarios and business processes with initiative.	Essential	Supporting Statement and Interview
Able to operate flexibly and reliably, organise and prioritise work effectively and deliver to defined timescales.	Essential	Interview and Test
Ability to consistently meet objectives and success criteria. To be outcome focused and making effective use of available resources including people, data and budgets.	Essential	Interview and Test

Criteria	Essential or Desirable Criteria	Method of Assessment
Working co-operatively with others to achieve objectives, demonstrating a commitment to diversity and applying a wider range of communication and interpersonal skills.	Essential	Interview and Test
Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions.	Essential	Interview and Test
Able to negotiate, influence and network to gain agreement and commitment of others in the delivery of change.	Essential	Interview and Test
A demonstrable ability to foster and develop a culture of compliance, high standards and continuous improvement, maintaining and projecting a positive and proactive progressive attitude and enthusiastic approach.	Essential	Interview and Test

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 Alex Lester, Head of Payroll, Pensions & Finance Systems at lester@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.