

## Finance Manager

<b>Role title:</b>	Finance Manager (Maternity Cover) Fixed Term (12-14 months)
<b>Reporting to:</b>	Finance Director
<b>Hours:</b>	35 hours per week, 1.0 FTE Flexible working - up to 60% of contracted time per week can be worked from home
<b>Salary:</b>	£41,526 - £44,046

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## OVERVIEW

The Finance Manager will provide operational management for the finance function including maintaining and developing financial systems, producing management accounts, payroll management, preparation of the external audit and people management.

The role will include managing the finance team, ensuring the purchasing and sales systems, payroll and banking functions of the UCO operate efficiently and effectively.

The Finance Manager will be able to work collaboratively as well as working proactively and independently and will have relevant financial experience and a demonstrable understanding of the importance of effective financial management in an academic environment.

## ROLE DESCRIPTION

### Roles and Responsibilities

#### Financial Management and Reporting

1. Ensure high quality and accurate financial management information is produced on a timely basis for senior management and audit purposes, including:
  - management account reporting
  - liaising with budget holders to maintain and develop systems for budget v. actual expenditure monitoring
  - preparing schedules and supporting documentation for the external audit.
2. Ensure that all income and expenditure, sales and purchase transactions, payroll and pensions are processed and reconciled on time and to a high standard.
3. Responsible for the overall operation of the purchasing system including purchase ordering, ensuring that goods and services are ordered efficiently, and suppliers are paid on time and accurately.
4. Responsible for the overall operation of the sales system ensuring that all students and other customers are invoiced on time and debt collection is appropriately managed.
5. Manage financial risks and be responsible for the financial risk register.

#### Payroll and Pensions

6. Manage payroll and liaise with the HR team and outsourced payroll provider (MHR iTrent) ensuring the delivery of a high quality, efficient and accurate payroll.

7. Produce monthly payroll costing reports, reconciliations, and pension payment information.
8. Ensure all statutory requirements in respect of payroll and pensions are met on time and accurately.

### **Financial Systems**

9. Support the Finance Director with the development and maintenance of the financial management system (SunSystems), financial reporting (Q&A) and payroll system (iTrent).
10. Identify opportunities for efficiency and quality improvement of all finance systems and processes, including payroll and work with the Finance Director to implement changes.
11. Develop further integration of the finance management system with HR and the student information system, avoiding duplication of data, ensuring data integrity and improving reporting.
12. Provide guidance, support, and direction for the finance team in using all financial systems.

### **People Management**

13. Manage and develop the finance team to work effectively and efficiently with the other teams and external stakeholders.
14. As a member of the Senior Management Team play an active role in the ongoing management and development of the UCO.

### **Policy and Procedure**

15. Ensure processes and procedures relating to financial and payroll management are documented, reviewed and updated as required.
16. Ensure financial regulations and internal controls are adhered to and develop further controls if necessary.
17. Maintain records to meet legal and tax requirements.
18. Undertake other tasks required that are commensurate with the role.

## **SELECTION CRITERIA**

### **Essential**

- Relevant accounting qualification (ACCA/CIMA/CIPFA) or part qualified and working towards gaining the full qualification, or equivalent experience
- Excellent IT skills, including ability to use and develop financial systems and processes (preferably SunSystems and Q&A), payroll systems, CRM systems
- Knowledge of Excel to an advanced level and ability to manipulate and clean up data
- Experience of working across a wide range of finance functions, including managing payroll
- Experience of preparing management accounts and assisting in preparing external audit
- Ability to work with confidential, sensitive, and personal data, ensuring it is processed and stored appropriately
- Excellent analytical skills and attention to detail
- Ability to write financial procedure documents and demonstrate an understanding of internal control systems

- Experience of managing a finance team
- Strong ability to build relationships and work collaboratively
- Strong communication skills including the ability to explain financial information in a clear and concise manner to non-financial colleagues both verbally and in writing
- Excellent organisational skills, with the ability to manage a complex and varied workload and prioritise as needed
- Resilient, solution focused and able adapt positively to change
- Ability to work quickly, accurately and to tight deadlines while under pressure.

#### **Desirable**

- Experience of working within the Higher Education sector
- Experience of producing statutory returns required by the Office for Students (OfS)
- Experience of using iTrent HR & Payroll System