



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Faculty Finance Director, Finance Service,
Professional Services**



Salary: Grade 10 (£59,828 – £73,539 p.a.)

Reference: CSFIN1050

We will consider flexible working arrangements

Faculty Finance Director Finance Service, Professional Services

Do you have exceptional leadership qualities? Are you able to provide strategic direction, ensuring financial sustainability? Can you collaborate successfully, at a senior level, to drive institutional change?

Reporting to the Director of Finance, you will be the Faculty Finance Director for the Faculty of Medicine and Health which has an annual turnover of £160 million of which £45 million comes from research grants and contracts. As a member of the Faculty Executive Committee, you will play a significant role in scoping and developing the Faculty's overall strategy.

You will also have a finance leadership role across the Faculty of Biological Sciences; sitting on the University Finance Senior Executive team, you will make a significant contribution to the University's strategic agenda and the development of the finance service. You will have management responsibility for Faculty Finance Managers and, through them, all finance staff across the two faculties.

With demonstrable skills and experience in developing and implementing business and financial strategies, you must be a professionally qualified accountant. You will also have good political awareness, significant experience of managing a business orientated finance function at a senior level, strong analytical skills and the ability to interpret, present and communicate complex financial information to colleagues of all disciplines in an enthusiastic and proactive manner.

What does the role entail?

As a Faculty Finance Director of the Faculty of Medicine and Health and the Faculty of Biological Sciences, your main duties will include:

As a member of the University Finance Executive Team, you will:

- Contribute to the development and execution of a unified finance service strategy;
- Build strong working relationships with colleagues on the Executive from both Financial Services and Management Accounting;



- Share and develop best practice ways of working with other Faculty lead finance managers;
- Represent the two faculties on the Finance Executive Group and engage the local finance managers in the Finance Service development;
- Provide a leadership role in developing an effective and efficient service across the Faculties, ensuring appropriate faculty specific support;
- Lead the vision and implementation of the Finance strategy across the faculties with University goals and priorities;
- Take a lead role on some of the Finance Service projects and provide input to others on behalf of the faculties;
- Management responsibility for the Heads of Finance and Finance Managers in the Faculty of Medicine and Health and the Faculty of Biological Sciences and, through them, ensuring alignment with the Faculties' overall strategic aims.

As Faculty Finance Director for the Faculty of Medicine and Health, you will:

- Support the Faculty of Medicine and Health's academic mission: helping to balance academic and financial considerations, taking responsibility for leading and implementing significant and specific elements of the Faculty strategy outside that of Finance and taking management responsibility for all aspects of financial management and reporting, and research grant management in the Faculty;
- Work with the Executive Dean to scope and develop the overall strategy for the Faculty, producing a comprehensive and sustainable financial strategy. Manage the Faculty's financial strategy so that it explicitly supports the implementation of the strategic academic plan and play a lead co-ordinating role in its implementation;
- Ensure that a robust five-year financial plan is prepared on an annual basis, budget monitoring and control is efficient and effective, and finances of strategic developments are evaluated;
- Ensure that the Faculty maintains a strong financial position, identifying and highlighting financial implications of strategic and operational decisions and involving appropriate parties to identify optimal solutions and improve overall performance;
- Provide financial information and advice in support of new initiatives – including strategic reviews, major funding bids and commercial partnerships. Manage the process of investment and project appraisal within the Faculty, ensuring



rigorous examination of the underlying assumptions included in the academic business case and finances; and undertake post-project reviews;

- Ensure effective research grant planning and management, including review of costing, pricing and risk of major grant applications. Develop plans to ensure financial sustainability of the research infrastructure;
- Engage in liaison with a wide range of external bodies and participate in commercial negotiations. Ensure the University's alignment with, and adherence to, relevant financial requirements of external partners, including for the provision of services to NHS-related organisations and government departments;
- Ensure a high standard of financial performance management including reporting, budgeting and forecasting for inclusion in the University reporting to the Office for Students (OfS);
- Ensure compliance with University financial procedures, year-end accounting and transparency review reporting to OfS.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Faculty Finance Director, you will have:

- An accountant qualification (ACA, ACCA, CIMA, CIPFA);
- Extensive experience of leadership and management in a senior finance role, with the expertise and knowledge to develop and implement strategy;
- Proven ability to lead and manage a significant and diverse team, setting and achieving high standards of performance to achieve strategic and operations objectives and demonstrating well-defined people management and coaching skills;
- Demonstrable experience to deliver strategic and operational objectives through the successful management of large and complex change projects; development, planning and management of resources; and an understanding of the financial economic challenges;
- Demonstrable ability to work effectively under pressure and in challenging work environments, with multiple stakeholders and tight deadlines;



- Highly developed interpersonal, influencing and negotiating skills, able to represent the Finance Service at a senior level on committees, and develop collaborative partnerships with colleagues, stakeholders and external agencies;
- A well-developed appreciation of the financial challenges impacting upon Higher Education in the current economic climate, including the increasing mixing of private and public money;
- Demonstrable ability in managing and maintaining service quality and co-ordinating services at departmental level;
- Evidence of sound judgement and analytical skills with a problem solving approach using an innovative and non-bureaucratic approach;
- Highly proficient in the use Microsoft Office applications and experience of financial/management information using a mainframe accounting system.

You may also have:

- Experience of working in a finance role within the Higher Education Sector;
- Experience of working in a finance role within the NHS;
- A good understanding of all relevant legislative and statutory frameworks, including company and charity law.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Your application should include the following:

1. A statement evidencing how you believe your existing knowledge and experience equips you to carry out the role.
2. A curriculum vitae, detailing your qualifications and experience.

You will also be asked to detail three referees - please supply e-mail addresses. Referees will only be approached, if required, after an offer is made and only with your consent.



Contact information

To explore the post further or for any queries you may have, please contact:

Alan Thomson, Director of Finance

Tel: +44 (0)113 343 6016

Email: a.c.thomson@adm.leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

