



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

### **Governance, Risk and Compliance Finance Manager, Financial Services**



**Salary: Grade 8 (£40,792 - £48,677)**

**Reference: CSFIN1052**

**Full Time (0.8 FTE would be considered)**

**We will consider flexible working arrangements**

## **Governance, Risk and Compliance Finance Manager Financial Services**

**Are you an experienced accountant who has a broad understanding of financial control, risk and compliance and are interested in a new challenge? Do you have experience designing, developing and managing control frameworks which support compliance? Can you build and maintain effective relationships at a senior level, providing support and guidance across a large complex environment?**

Maintaining the integrity of the University's financial information is essential and this is underpinned through robust and proportionate financial controls, policies, procedures and processes. We are looking for an experienced Governance, Risk and Compliance Finance Manager to join the Finance Team to further develop and enhance the control environment, engaging with stakeholders across the organisation. You will ensure that control frameworks that support compliance are adequate, effective, simple and well understood.

The ideal candidate will be a professional, pragmatic, and an influential individual, who will relish the challenge of using their professional experience and expertise to deliver change where it is required, and to consolidate and extend good practice where it exists.

The University is embarking on an exciting project to transform its business processes and existing SAP system and maintaining a robust control framework and financial integrity will be critical to the project's success. All managers in the finance team will be actively engaged in the project whilst maintaining the existing business as usual delivery.

This is a high profile role within the University of Leeds. You will report directly to the Financial Controller but will also work closely with other financial and management accounting colleagues and other non-finance professionals across the University.



## What does the role entail?

As a Governance, Risk and Compliance (GRC) Finance Manager, your main duties will include:

- Planning, co-ordination, development and delivery of key financial governance and control frameworks; focused on simple but effective controls across all finance capabilities;
- Develop and manage an assurance programme to evidence the effectiveness and application of the financial control frameworks and compliance with policies. This will include leading on internal finance audits, ensuring that all aspects of compliance and control are met and recommendations implemented;
- Development and maintenance of processes and methodologies for identification, measurement and management of financial risk;
- Leading on driving improvements to policies and procedures with a focus on clarity, proportionality, practicality and legislation; and where appropriate instigate change to deliver this;
- To provide expertise to the business, leading on the monitoring and communication of the impact legislation such as General Data Protection Regulations (GDPR) , Criminal Finance Act (CFA), Anti-Fraud and Bribery and sanctions restrictions has across all Finance Services;
- Cultivating and developing internal and external relationships, groups and networks with a focus on developing financial landscape knowledge and understanding, compliance, issue resolution and risk mitigation;
- Provide robust, effective and insightful reporting, documentation and analysis to provide assurance that the business is compliant with the defined financial governance framework;
- Develop and deliver appropriate training to raise awareness and understanding of financial risk management, ensuring that the roles and responsibilities various stakeholders have across the University are clearly understood;
- Leading adhoc projects from inception to completion, investigating issues, and forming and implementing appropriate solutions;
- Actively engaging in the finance strategy, contributing to its development and implementation, discussing key issues and providing input to the University's financial strategy and objectives;



- Leading on the Governance and Compliance elements of the Corporate Processes and Systems (CPS) programme, which will bring significant change and transformation to accounting systems and processes; ensure that GRC requirements are clearly documented, understood, communicated, planned and ultimately within the design of the new SAP solution;

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 Governance, Risk and Compliance Finance Manager you will have:

- A recognised professional accountancy qualification, or relevant senior experience;
- Extensive experience and analytical knowledge of managing financial Governance, Risk, Compliance, Control practices;
- Experience of leadership with the expertise and knowledge to bring together insight and analysis, and deliver legislative, strategic and operational guidance;
- Experience of developing, implementing and managing a financial control framework and providing strategic oversight in a complex organisation;
- Highly effective interpersonal skills, able to represent the Finance Service at a senior level and developing successful collaborative partnerships with colleagues and external agencies; establishing credibility and rapport, and influence a diverse range of stakeholders;
- A broad knowledge of Finance and financial process streams, which may include Management Accounting, planning and forecasting, Financial Accounting, VAT and Tax, Treasury, Accounts Receivable, Accounts Payable and Payroll;
- The ability to work using own initiative and proactively look at processes and policies to ensure maximum efficiency and effectiveness and proportionate and considered controls;
- Excellent demonstrable communication skills with the ability to write reports and present financial information to non-specialists in a simple manner, both written and verbal;



- The ability to deliver strategic and operational objectives through practical and in-depth understanding of financial services and its role in supporting institutional aims and obligations;
- Political astuteness with the ability to adapt to different organisations;
- Extensive knowledge of the UK financial legislative landscape.

You may also have:

- Experience of Project or Change Management and assessment of the impacts this has upon the internal control environment;
- Experience of SAP; financial reporting, business objects, business warehouse, Qlik Sense, SAP S/4HANA, Visio.

## Contact information

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

**Nicola Price, Financial Controller**

Tel: +44 (0)113 343 6060

Email: [n.e.price@leeds.ac.uk](mailto:n.e.price@leeds.ac.uk)

## Additional information

### Working at Leeds

Find out more about the benefits of working at the University and what it's 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](mailto: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.

