|  |  |
| --- | --- |
| Role | Finance Manager |
| Standardised Job description code | GENF-03 | Grade | 8 |
| Role Purpose |
| Leading a team of finance professionals, overseeing all financial operations and providing strategic financial guidance to senior management to support and inform the departmental financial strategy |
| Grade Descriptors |
| [high level core purpose commensurate with grade descriptor] =not to be edited |

|  |
| --- |
| * Managing the operation of a facility/leading a team of staff.
 |
| * Assumes operational responsibility for the financial activities of a faculty/division, actively influencing and contributing to management decisions that impact financial performance and outcomes.
 |
| * Provides valuable insights and input into the development of financial strategies aligned with organisational goals. Utilizes comprehensive financial knowledge to inform and shape long-term planning and decision-making processes.
 |
| * Regularly communicates highly specialized financial concepts and insights, both orally and in writing, to diverse stakeholders. Produces complex financial reports and analyses with clarity and precision to support informed decision-making.
 |
| * Ensures the successful implementation of agreed-upon financial policies, procedures, and business plans.
 |
| * Actively participates in key committees, providing expert financial advice and guidance. Demonstrates leadership by influencing financial decisions and advocating for sound fiscal practices at all levels of the organization.
 |

|  |
| --- |
| **CORE RESPONSIBILITIES [high level work which applies to multiple employees]**  |
| Guidance on what can be changed can be found in the Toolkit for Managers & HRChanges to core responsibilities must be checked and verified at local HR level to ensure edits are appropriate and remain within grade descriptor boundaries described above |
| * Lead and manage a team of finance professionals, ensuring clear direction, performance management, and individual development aligned with departmental and University-wide priorities. Embed a culture of continuous improvement and professional excellence. Accountable for carrying out annual performance reviews and coaching/mentoring staff in line with their professional development needs and aspirations.
 |
| * Act as the senior financial authority within the department, providing expert strategic advice to the Head of Department, senior academics, divisional leadership, and central Finance Division. Manage complex queries and lead on resolving high-impact financial issues.
 |
| * Establish and oversee robust departmental financial processes in line with University regulations and best practice. Ensure all procedures are fully documented, routinely reviewed, and adapted to meet evolving compliance and operational requirements.
 |
| * Ensure full compliance with University Financial Regulations, policies, and external requirements. Take ownership of identifying and mitigating financial risk, setting key financial priorities, and ensuring the department meets all statutory and internal deadlines.
 |
| KEY MONTH END AND YEAR END PROCESSES:* Ensure effective and timely delivery of all month-end and year-end financial processes, including transaction finalisation, accruals, reconciliations, and year-end statements in line with University deadlines and audit requirements.
* Oversee and sign off on regular financial reporting to budget-holders and principal investigators, ensuring users understand their reports, are equipped to take action, and are aware of key risks or required interventions.
* Take ownership of all financial assurance exercises, including the completion of the annual Financial Self-Assurance Return and responses to audit recommendations.
* Stay informed on internal and external financial and policy developments, ensuring proactive responses to regulatory, sectoral, or institutional change and positioning the department for future compliance and effectiveness.
 |
| BUDGETING, FORECASTING AND REPORTING:* Lead the department’s annual budgeting and quarterly forecasting processes, working in close partnership with budget-holders and divisional finance colleagues to deliver credible financial plans that reflect operational and strategic ambitions.
* Provide insightful financial reporting and analysis to senior departmental leaders and governance committees. Use financial data to shape resource allocation, identify strategic opportunities and inform long-term strategic decisions.
* Play an active role in departmental and divisional strategy development, contributing financial insights to five-year plans, business cases, and cross-cutting initiatives to enhance institutional sustainability and resilience.
 |
| * Actively participate in University-wide finance initiatives and governance through Process Oversight Groups, Process User Groups, and key committees, contributing to the enhancement of institutional financial administration.
 |
| * Foster positive and collaborative relationships across the department, Finance Division, external auditors, and suppliers. Champion professionalism and operational excellence across the wider University community.
 |
| * Act as a senior ambassador for the department and finance function, contributing to a positive image of the University’s professional services and reinforcing trust in financial stewardship.
 |
| FOR GRANTS (IF RELEVANT):* Ensure provision of support to researchers in preparing budgets and justifying resource requests for inclusion in grant applications.
* Implement effective project initiation processes, effectively communicating information about grant terms and conditions.
* Oversee the department's research portfolio, identifying and managing financial risks and liaising with project teams to ensure actions are taken.
* Prepare monthly grant reports for researchers, assisting colleagues in understanding reporting and taking appropriate action.
* Monitor spend against grant budgets to ensure only eligible expenditure is posted, and manage corrections.
* Ensure the department participates effectively in grant audits, liaising with the Finance Division and/or audit teams as needed.
 |
| Selection CriteriaEssential [defined by SJD]  |
| * Educated to degree level or equivalent work experience.
* Holds an accountancy qualification such as ACCA or CIMA or equivalent experience.
* Significant experience in a similar financial role and in providing specialist financial advice and support.
* Proven experience leading and managing finance teams, including providing guidance, coaching, and performance feedback.
* Advance analytical and numeracy skills.
* Able to understand the information needs of others; together with the ability to communicate complex information in an understandable way, both orally and in writing, to a diverse range of audiences.
* Strong understanding of financial procedures and processes, with the ability to formulate and implement them to achieve departmental goals.
* Proficiency in monitoring and analysing financial performance, with a track record of providing timely and accurate reports to senior management.
* Demonstrated ability to provide valuable financial insights and recommendations to senior management to support strategic decision-making.
 |

|  |
| --- |
| Desirable |
| * Experience in higher education or the public sector
* Knowledge and use of Oracle Financials.
* Experience of administration of research grants within Higher Education
* Experience of project management.
 |

|  |  |
| --- | --- |
| Date |  |
| Edits to core responsibilities checked & verified against grade descriptor by {Departmental HR contact}: |  |