

BISHOP GROSSETESTE UNIVERSITY

JOB DESCRIPTION

Title of Post:	Chief of Finance and Operations
Responsible to:	Vice-Chancellor
Responsible for:	Estates Finance IT Human Resources Marketing BG (Lincoln) Ltd.
Relationships:	Senior Executive group Vice Chancellor Executive group Senior Management group Direct reports University Council chairs of Audit & FE&GP University Council members External bodies and other stakeholders Students' Union Press and other media professionals

Purpose of Role:

To support the Vice-Chancellor in providing leadership and strategic direction to the institution and promoting its Anglican mission, values and ethos. The post-holder will be expected to deputise for the Vice-Chancellor at relevant events, engaging positively with the wider community. The post-holder will also work with other members of the Vice-Chancellor's Executive Group to ensure that strong academic, management and support frameworks are in place to deliver an excellent learning experience and services for students, staff and other stakeholders whilst ensuring financial stability.

The role is responsible for the financial stewardship of the University, its financial strategy development and the provision of financial advice related to the strategic development of the University as well as ensuring accurate and timely reporting of all financial statutory accounts and duties. The post will report to the Vice-Chancellor and will be a full member of the Senior Executive Group (SEG), the Vice-Chancellor's Executive Group (VCEG), as well as being an active member of the wider Senior Management Group (SMG).

Main responsibilities:

1. Work as part of the Senior Executive Group with the Vice-Chancellor and the Deputy Vice-Chancellor to develop and deliver the Corporate Strategy for the University.
2. Exercise overall responsibility for the achievement of specific strategic priorities and associated actions outlined in the strategic plan as directed by the Vice-Chancellor.
3. Work proactively to ensure a culture of openness, shared responsibility and collaboration.
4. Financial modelling, budgeting and forecasting. Management of the University's overall financial processes and procedures.
5. Take an active role in developing and driving the strategic focus of the University. Offering key strategic advice and analysis in relation to expansion and effective growth strategy.
6. To take a leading role in monitoring the strategy in relation to key performance indicators.
7. Oversee the Professional Services function at the University, working closely with the Directors to ensure key objectives are met to support the University's short and long-term strategy.
8. The annual budget represents the financial framework within which the University operates, having been prepared in consultation with VCEG and all budget holders. Once reviewed, amended and ultimately approved by University Council, monitoring of performance against the budget is key to ensuring financial stability and adherence to relevant laws, regulations and covenants.
9. The role holder will ensure financial stability and adherence to relevant laws, regulations and covenants. They will be responsible for preparing the annual budget for approval by University Council as well as the monitoring of performance of the institution against the budget.
10. Deputise for the Vice-Chancellor as appropriate at internal and external events.
11. Ensure the provision of high quality and innovative support services that anticipate and respond to the needs and aspirations of students and staff. Taking overall responsibility for the development of focused and sustainable support services, which meet Value for Money requirements.
12. Ensure all services within the remit of the post adopt business plans, policies, standards and procedures that satisfy University objectives, codes of conduct and statutory obligations.

13. Provide advice and support to the Chair of Council and the delegated committee chairs and ensure the relevant business management information is presented and available to members of Council.
14. Ensure that all activities within scope of this post are managed so that resources (human, financial and material) are used effectively and that financial targets are met or improved upon.
15. Build and maintain a team of strong, confident and capable Directors within the areas of accountability.
16. Accountable for the oversight of the health, safety and welfare of students and staff across the University. Taking the lead on disaster and business continuity planning.
17. Represent the University externally at a senior level.
18. Ensure that statutory compliance and accountability requirements are achieved in relation to the Office for Students, other regulatory bodies, funders and internal and external audit.

Senior Management / Budget Holders / Finance Committee / Audit Committee

- Provide senior colleagues, committees and external bodies with high-level financial and other relevant expertise and advice to support informed decision-making.
- Be part of and contribute to the Vice-Chancellor's Executive Group meetings and to provide strategic financial advice and broader input to the University wide strategic management.
- Attend and contribute to University Council committees, as appropriate, to provide comprehensive management information and to present budgetary options and strategies.
- Attend and contribute to Finance, Employment and General Purposes Committee (FE&GP) to present annual budgets and plans, statutory accounts or other papers as appropriate, along with responding to any financial queries the Committee may have.
- Attend and contribute to Audit Committee to present the statutory accounts, controls assurance reports and any other papers as appropriate along with responding to appropriate queries from the Committee.
- Be part of and occasionally chairing strategic decision-making groups and also lead task and finish groups where required.
- Represent the University in other internal and external fora as appropriate. This will include sector groups, negotiations and networking for the benefit of the University.

Performance Monitoring and Review

Agree objectives (SMART) and targets with the Directors as part of the yearly appraisal process. Review objectives at 6 and 12 month periods and feedback on performance.

Health and Safety

Comply with health and safety legislation and the University's policy and practice.

General

Maintain professional standards in relationships, including non-discriminatory practices.

Adopt a client-centred approach and to deal promptly and considerately with members of the public, staff and students.

Carry out such other duties as may be reasonably requested by the Vice-Chancellor.

Limits of Authority

Operate within the guidelines, procedures and regulations approved by the University.

Operate within the University's Financial Regulations, Diversity and Equality Policy, and other relevant University policies.

PERSON PROFILE

Chief of Financial Operations

	Core	Supplementary
Education/Qualifications and Special Training	<p>Degree/Higher degree</p> <p>Must be ACCA/CIMA fully qualified</p>	<p>PhD/EdD/DBA</p> <p>Professional qualification or standing in at least one of the areas of responsibility.</p>
Experience	<p>Strong record of working at a senior management level in public or private sector.</p> <p>Previous experience as Chief of Financial Operations.</p> <p>Evidence of mature leadership style and strong people management skills, including setting clear objectives, delegating and performance monitoring.</p> <p>Proven success in a strategic development role including managing significant staff numbers , budgets and diverse functions</p>	<p>Involvement in relevant external networks</p> <p>Experience of working at a strategic level in Higher Education</p>
Knowledge and Skills	<p>Strategic insight as demonstrated by engagement in cross-institutional leadership and strategy setting and implementation</p> <p>Outstanding communication, interpersonal and influencing skills including the ability to establish credibility and trust with</p>	<p>Knowledge and understanding of HE sector including key market drivers, regulatory framework, competitive threats and emerging trends</p> <p>Good knowledge of university funding principles</p>

	<p>internal and external partners</p> <p>Ability to analyse and interpret written and statistical information and identify implications</p> <p>Experience of implementing and monitoring strategic plans and KPI's</p> <p>Evidence of first class reasoning ability, prepared to challenge conventional wisdom and lead change</p>	
Personal Attributes	<p>Credibility as a strategic executive leader</p> <p>Team oriented with ability to build and lead teams. Able to work with highly motivated individuals at the top of their profession.</p> <p>Ability to drive a culture of commitment, innovation and engagement</p> <p>Commitment to the University's mission and ethos</p> <p>Possess vision, energy and passion</p> <p>Personal commitment to diversity and equality</p>	