

Post Details		Last Updated: 06/06/2025	
Faculty/Administrative/Service Department	Finance		
Job Title	Director of Financial Control		
Job Family	Professional Services	Job Level	7
Responsible to	Chief Financial Officer		
Responsible for (Staff)	2		
Job Purpose Statement			
The Director of Financial Control plays a critical leadership role in ensuring financial integrity, regulatory compliance and operational efficiency of the University’s financial function. In providing accurate, timely and strategic oversight, the role is instrumental in ensuring sustainable financial health – ultimately contributing to an improved staff and student experience and enabling the University to reach its ambitious strategic short and long term goals.			
Key Responsibilities This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities			
<div><div>1. Statutory Accounting and Audit Management</div><div>Lead the year end close and preparation and filing of statutory financial statements in compliance with UK GAAP and regulatory requirements (e.g. Office for Students, HMRC). Coordinate all internal and external audits, ensuring timely, accurate completion, and effective resolution of audit findings. Monitor and implement updates to accounting standards and enhance internal controls accordingly.</div></div> <div><div>2. Monthly Close and Financial Reporting</div><div>Contribute to the month-end close process, including general ledger reconciliations, journal entries, cashflow and liquidity internal reporting. Deliver accurate and timely variance analysis, supporting the CFO in monthly reporting to Executive Board, Finance Committee and Council. Drive process improvements across financial operations for greater efficiency and accuracy.</div></div> <div><div>3. Banking and Treasury Management</div><div>Manage institutional banking relationships, overseeing daily cash management, short- and long-term cash forecasting, and risk mitigation strategies. Monitor banking fees, interest and FX rates, and develop robust treasury policies that support institutional liquidity and compliance.</div></div> <div><div>4. Financial Control and Operations Oversight</div><div>Develop, implement, and continuously improve financial control frameworks and finance policies. Oversee accounts payable/receivable, billing systems, and balance sheet integrity, ensuring effective working capital management.</div></div> <div><div>5. Budgeting, Forecasting and Strategic Planning</div><div>Contribute to the University budgeting process and quarterly rolling forecasts, providing insightful cashflow financial modelling and scenario planning. Partner with the Director of Financial Planning and academic analysis to ensure alignment of the institutions professional services leadership to ensure alignment of financial planning with the institutional priorities and long-term sustainability goals.</div></div> <div><div>6. Regulatory and Tax Compliance</div><div>Ensure full compliance with financial regulations including UK GAAP, FEHE SORP, and other relevant higher education-specific statutory requirements. Manage the preparation and submission of tax returns, R&D claims and collaborate with external advisors to optimise tax efficiency. Maintain appropriate legal and compliance support for commercial and employment-related matters.</div></div> <div><div>7. Corporate and Intercompany Governance</div><div>Oversee intercompany transactions, transfer pricing compliance, and corporate governance frameworks. Maintain the institutional capitalisation table,, ensure appropriate statutory filings, and coordinate investor or board reporting as needed. Collaborate with legal and tax teams on structuring, financing, and share option schemes.</div></div> <div><div>8. Leadership and Stakeholder Engagement</div><div>Lead, mentor, and develop a high-performing financial control team. Act as a trusted adviser to the institution’s committees, CFO, Vice-Chancellor, and senior leadership, providing strategic insights and clear communication of financial risks and opportunities.</div></div>			
N.B. The above list is not exhaustive.			

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

Elements of the Role

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

Planning and Organising

- Post holder will be responsible for leading major projects and initiatives which have significant resource and strategic impact.
- Some projects will be require planning and organising over the longer term – some multiple years.
- In conjunction with Finance leadership team, the post holder will develop and led the implementation of strategies and plans which support the overall University strategy.

Problem Solving and Decision Making

- Post holder will have defined objectives, however, prioritising, planning and process required to meet those objectives will be determined by the post holder.
- Problem areas are not clearly defined, and policies are formulated within broad functional guidelines.
- Problem solving may be complex, with unclear solutions. Post holder required to us experience, technical knowledge and judgement in order to move forwards.
- General direction provided by Chief Financial Officer.

Continuous Improvement

- Accountable for ensuring the continuous improvement of financial control function.
- Maintain a continuous review of quality and external benchmarks to promote best possible service.

Accountability

- Determine the overall shape and direction of the financial control function in order to support the strategic aims and direction of the University.
- Responsible for developing and determining the strategic plans for the financial control function.
- Accountable for key end results.

Dimensions of the role

- Ensure financial plans are developed and that the financial control function provides effective services on time and within budget.
- Responsible for providing management and leadership to the financial control function.

Supplementary Information

- High degree of leadership skill and ability to influence at a senior level.
- Ability to work to tight deadlines on often complex project work.
- Apply regulatory, legal, professional and ethical standards in relation to audit and assurance.
- Plan and prepare for audit and assurance processes

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships

Qualified Accountant

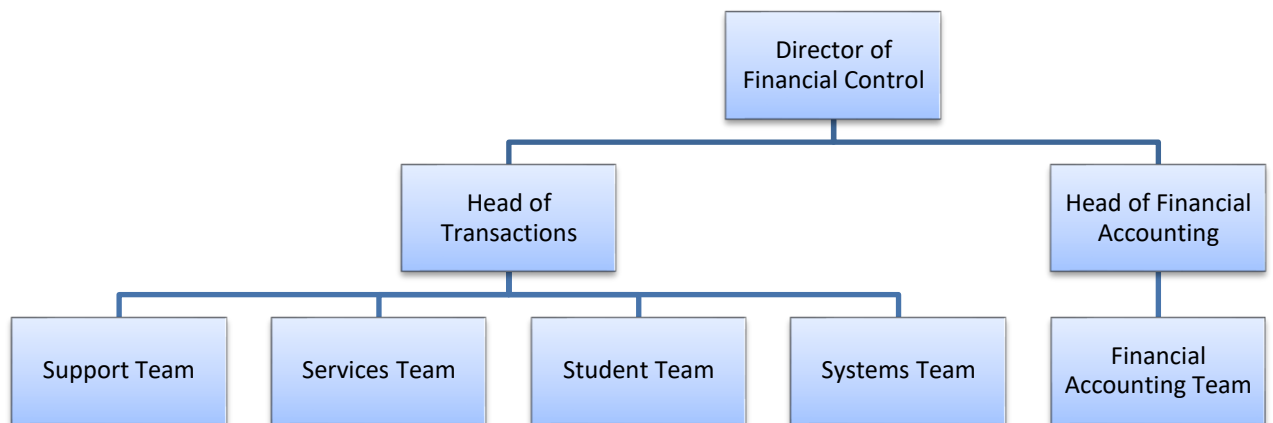
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Professionally qualified with a relevant degree/postgraduate qualification, plus a significant number of years' relevant leadership experience or substantial experience and proven success in strategically important broad function / specialist area.

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Or; Substantial and extensive vocational experience demonstrating professional development and achievement in a series of progressively more demanding, influential and broad work roles, backed by evidence of deep and broad knowledge of the whole functional work area.		
Technical Competencies (Experience and Knowledge)	Essential/ Desirable	Level 1-3
Relevant management and leadership experience with proven success in a strategically important specialist area. Significant experience in financial control.	E	3
Experience of managing and developing a significant team of experienced professionals or complex projects influencing the organisation. Experience of developing innovative solutions and practical implementation for strategic change	E	3
Thorough knowledge and understanding of the working practices, processes and procedures relevant to the role, which may include broader sector awareness. Well-developed understanding of regulations and procedures and the implications of non-compliance	E	3
Knowledge of the principals and practice of own field of work. Strong interpersonal skills including motivating, negotiating and influencing	E	3
Knowledge of the systems/services for own area, across functions and their relationships.	E	3
Experience of the Higher Education Sector.	D	n/a
Special Requirements:		Essential/ Desirable
Flexibility to work outside of core office hours when necessary		E
Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.		Level 1-3
Communication		3
Adaptability / Flexibility		3
Customer/Client service and support		3
Planning and Organising		3
Continuous Improvement		3
Problem Solving and Decision-Making Skills		3
Managing and Developing Performance		3
Creative and Analytical Thinking		3
Influencing, Persuasion and Negotiation Skills		3
Strategic Thinking & Leadership		3
This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.		
Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.		
Organisational/Departmental Information & Key Relationships		
Background Information The finance department partners across the whole of the University to deliver financial sustainability, strategic goals and value for money. Delivery of financial management reporting to inform and enable colleagues to effectively manage their resource allocations and achieve their operational and strategic objectives. Prepare regulatory and statutory financial and fiscal reporting. Process transactions related to income, expenditures, capital projects and financing. Financial control plays a critical role in the above, ensuring financial integrity, regulatory compliance and operational efficiency.		

Department Structure Chart Department Structure Chart



Relationships

Internal

- Committee Members
- Executive Board Members
- Senior Finance Team Members
- Other Finance Department colleagues
- Internal audit
- Other academic and functional leads within the Institution

External

- Colleagues with similar roles in other HE institutions to share information and identify best practices.
- Auditors
- Banks and Financial Institutions
- Pension providers
- Investors of funders
- Legal advisors
- Tax authorities
- Regulatory bodies