

Post Details		Last Updated: 02/11/2023	
Faculty/Administrative/Service Department	Finance		
Job Title	Professional Services Group [PSG] Finance Manager		
Job Family	Professional Services	Job Level	5
Responsible to	Deputy CFO		
Responsible for (Staff)	1 Senior Management Accountant, 4 Management Accountants and 2 Assistant Management Accountants		
Job Purpose Statement			
<p>A member of the Financial Planning and Analysis team, the role of PSG Finance Manager will provide University wide management accounting information including accurate forecasting, analysis, reporting and budgeting which will be used to inform fact-based decision making that will directly impact the University's financial sustainability.</p> <p>The post holder will provide professional leadership on all financial and related issues within their assigned business area. The post holder will contribute to and influence the development of the strategy for their area in line with the wider University strategy, recognising that this will directly impact the University's financial sustainability.</p>			
Key Responsibilities This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)			
<ul style="list-style-type: none"> Accountable for the preparation and analysis of the monthly management accounts, forecast and 5-year Income and Expenditure and Capital budget/plan for their business areas. They will provide business finance support to budget holders, own the numbers and understand the drivers of the variances, presenting at the Finance internal review meeting. Create, review and challenge small / medium scale business cases, options appraisals and external returns including capital expenditure for their business area. Provide support to the Academic and Operations Finance Partners for larger scale, more strategic opportunities. Monitor and report on live capital projects feeding into university processes, providing business finance support to project managers. Be an active member of the Finance Department and senior management teams for their assigned areas, representing Finance in the development of strategy. Educate non-Finance staff in Finance processes while establishing a strong and effective control environment within their business area, ensuring compliance with University Financial Regulations. Assist in designing and implementing all internal financial reports pertaining to their business area, ensuring accuracy and robustness of all information. Regularly review management accounts with key stakeholders to understand drivers / variances giving support and financial advice to ensure a strong control environment. Good communication and relationship building skills are essential to this role. Identify continuous improvement opportunities in processes, reporting and cost saving. Implement as appropriate. Cultivate a culture of value for money. Providing Business Finance support and analysis within their respective business area, including Transparent Approach to Costing [TRAC] related activities for research, teaching and learning and other activities. Responsible for line management, development, motivation and training of direct reports. <p>N.B. The above list is not exhaustive.</p>			
All staff are expected to:			
<ul style="list-style-type: none"> 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:			
<ul style="list-style-type: none"> 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

- Accountable for leading and delivering month end, forecasts and management information for their assigned area within the University agreed timetable ensuring information is accurate and robust.
- Prepare and own annual budget and forecast profiling. Using prior year data to look for trends and agree profile with budget holders.
- The post holder will provide the process framework and delivery support for the 5-year strategic plan submission. They will play a leading role in constructing the financial strategy and capital plan. Influencing strategic decision making both at department and University level.
- The role has multiple fixed deadlines, both statutory (external) and internal, ranging from daily to annual. The post holder will be required to plan their work, including any necessary collaboration with colleagues, to ensure deadlines are achieved.
- Report on month end, forecast and budget outputs at senior management level, offering guidance and developmental support where identified.
- Work with a high degree of independent professional autonomy, organising their time to ensure deadlines are met and sufficient time has been allocated to review / challenge financial information.
- Work in a proactive, flexible and independent manner to effectively manage their workload, and that of the team members for which they have line management responsibility.

Problem Solving and Decision Making

- Engage with key stakeholders to produce the business areas budget, capital plan and financial plan which will be submitted to Executive Board (EB). Responsible for analysing variances and providing targeted advice and solutions to achieve agreed financial targets.
- Networking and building strong business relationships with the University's senior managers to influence decision making. Advise and represent their business areas in the wider University. The role is pivotal as it represents Finance to the business area, and vice versa. The post holder is expected to have the necessary gravitas to lead on financial issues and maintain the collaborative reputation of the Finance function.
- Analysing, reporting and acting upon key management information. The post holder must have an enquiring mind and will provide and interpret financial information to ensure fact-based decision making to optimise the financial position. Whilst actions to be taken may be guided by external factors such as legislation, they will be required to apply their knowledge, experience and judgement as well as analytical and interpretive skills to devise appropriate solutions. Where the post holder faces issues/problems which are of a more specialist/ complex nature and fall outside of the scope of the post holder's experience, guidance may be sought from their line manager.
- Identify gaps in information and conduct analysis to solve/resolve problems and issues. Put forward recommendations on managing more complex situations, recognising any impact and consequences and lead their implementation when agreed.
- Provide decision making support and associated due diligence work for new small / medium scale opportunities, including the creation and review of new programmes, business cases and applications for capital expenditure. Support the Academic and Operations Finance Partners with larger scale / more strategic initiatives.
- The post holder will influence decisions fundamentally affecting the financial sustainability of their business areas including ensuring delivery of value for money and efficiency in processes.
- Identify opportunities and tasks to delegate to team members under their responsibility to ensure the most efficient use of resources while providing guidance and developmental support.

Continuous Improvement

- Identify, lead and deliver continuous improvement opportunities and propose improvement plans for internal management reports to ensure the needs of all stakeholders are met. When approved, work with colleagues to design, create and implement.
- The post holder will work with peers to achieve a balance between acting autonomously and sharing best practice. They will operate with a degree of discretion and freedom provided activities are consistent with agreed objectives, operational policies and precedents. They are expected to adopt a positive approach to identifying efficiencies and to identifying process improvement opportunities.
- Be a key part of the development and delivery of the business area and the Finance Department vision and roadmap.
- Oversee their direct reports to establish an effective and professional service, delivering an agreed level of support to Finance colleagues and other stakeholders.

Accountability

- Accountable for a strong and effective financial control environment within their business areas, ensuring compliance with University Financial Regulations. Accountable for setting and monitoring quality and professional standards for all activities within the scope of the role.
- Accountable for the preparation/review of management accounts, forecast and annual plan for their assigned business area. Ensuring accuracy and robustness of financial information and identifying and capturing value adding opportunities around cost savings, increased profitability within their control.

- Accountable for providing decision making support to key areas of the business. Influence decisions and provide data on which key business decisions may be taken. Providing poor advice, weak process or inaccurate data may lead to a long-term negative impact on income or increased costs and may affect the financial sustainability of the University.
- Accountable for review of balance sheet reconciliations.
- Act as an escalation point for direct reports when issues arise. Use their knowledge and judgement to select the most appropriate course of action while recognising they are able to refer to the relevant manager for advice and guidance if required.

Dimensions of the role

- This role is responsible for the understanding of the analytical elements of budget planning, forecasting and management reporting on multimillion pound income and expenditure categories.
- The post holder will be an active senior member of their assigned business area, sharing best practice and providing a leadership role in Finance processes. It requires a professional and proactive approach to the management of key relationships within the wider Finance team (Senior Finance team, Analytics, Research Finance and Financial Accounts)
- This role has no budgetary responsibility
- The post holder has line management responsibility for 1 Senior Management Accountant, 4 Management Accountants and 2 x Assistant Management Accountants. They are expected to provide mentoring, training, advice, supervision and assistance as necessary through regular reviews, knowledge sharing, experience and supervision.
- The post holder will be required to work collaboratively with the Deputy CFO to ensure the "Resource Pool" is being utilised effectively to support the core objectives and responsibilities of the wider FP&A team.

Supplementary Information

- Success in the role is heavily dependent on building strong, effective working relationships with professional service colleagues to deliver the vision, mission and objectives of the business area. The post holder will support the Head of Financial Planning and Reporting in developing a successful Financial Reporting team delivering robust reliable management information to a wide range of key stakeholders.
- Where team members require development, it is expected the post holder will provide mentoring and support to help them reach the required level.

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

Degree, HND, NVQ 4 qualified or equivalent in relevant subject/relevant formal training, plus a number of years' experience in similar or related roles. Qualified Accountant (ACCA or equivalent)

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Or:

Extensive vocational and relevant management experience demonstrating management ability in an appropriate professional or specialist area, and success in similar or related roles, supported by evidence of significant appropriate specialist knowledge.

Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).

**Essential/
Desirable**

**Level
1-3**

Relevant management and leadership experience

E

2

Proven ability to build excellent working relationships / partnerships with business areas

E

3

Thorough knowledge and understanding of the work practices, processes and procedures relevant to the role, which may include broader sector/commercial awareness

E

3

Knowledge of the systems/services for own area, across functions and their relationships

E

3

Knowledge of the principals and practice of finance

E

3

Experience of the higher education sector

D

n/a

Special Requirements:

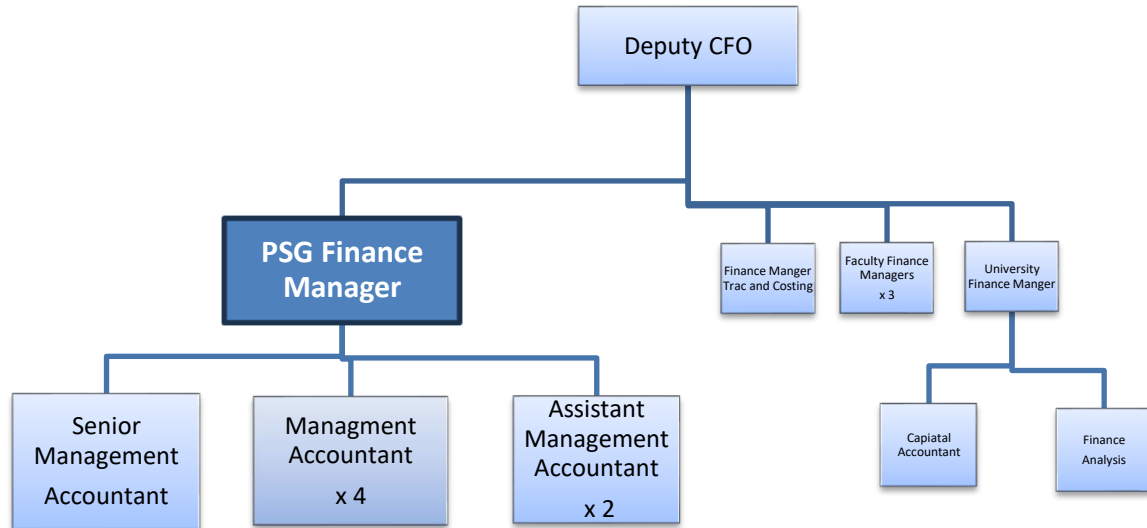
**Essential/
Desirable**

Flexibility to work outside of core office hours when necessary.

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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 Adaptability / Flexibility Customer/Client service and support Planning and Organising Continuous Improvement Problem Solving and Decision Making Skills Managing and Developing Performance Creative and Analytical Thinking Influencing, Persuasion and Negotiation Skills Strategic Thinking & Leadership	3 3 3 3 2 3 3 2 2 2
<p>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.</p> <p>Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.</p>	
Organisational/Departmental Information & Key Relationships	
<p>Background Information</p> <ul style="list-style-type: none"> • The post reports to the Deputy FCO. The post holder is required to liaise, communicate and build effective working relationships with a range of colleagues and key stakeholders at all levels. • The Finance department has c60 members of staff. • The Finance department seeks to provide financial leadership in alignment with the University strategy by delivering value and ensuring long term financial sustainability. The University has an annual turnover of c£350m. • The wider FP&A team is responsible for the provision of University level financial management information to inform and aid fact based decision making. 	

Department Structure Chart



Relationships

The Finance Department delivers a financial service to the whole of the organisation, and therefore it is important to ensure that the University business needs are met, whilst also considering the career development of its staff. Whilst the post holder will initially be aligned to one business area(s), there should be a willingness to be flexible about the areas they support as such needs arise.

Internal

Key contacts within their designated Professional Service

- Executive Board Members
- Heads of Department
- Senior Budget Holders

Key contacts within Finance will be:

- Financial Accounting
- Finance Systems
- Finance Support and Services

The post holder will also have regular contact with staff in:

- Strategic Planning
- Procurement
- Human Resources (staffing)
- Executive Board
- Project Managers in Professional Services Group [e.g. IT, Estates]

External

- Colleagues with similar roles in other HE institutions in order to share information and identify best practice.
- Auditors