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| **Job Title** | Associate Director – Financial Management |
| **School / Service** | Finance |
| **Grade and Salary Range** | MG1 |
| **Location and Hybrid working status** | Docklands with some work on Stratford campuses, minimum 3 days per week on campus |
| **Reporting to** | Deputy Chief Finance Officer |
| **Responsible for** | Financial Management team |
| **Liaison with** | Other Finance teams, budget holders and University Executive Board, other University teams such as Strategic Development and Delivery and HR up to Director level, external stakeholders such as academic partners and auditors. |
| **Contract type** | Permanent, full time |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**JOB PURPOSE**

This role is one of the senior leadership posts in Finance and leads the Financial Management team, providing leadership across finance, and supporting and in wider strategic initiatives.

The Financial Management team comprises business partnering and financial planning & analysis and provides strategically focused support to leadership teams and forges strong relationships with stakeholders to enable expert advice, critical challenge, and timely decision support to enable the best financial performance.

* To lead and manage the work and development of the business partnering function in effectively supporting budget holders and the wider business in understanding and managing financial performance, including capital programmes.
* To lead and manage the work and development of the financial planning & analysis team in supporting executive management and other stakeholders in understanding the drivers of financial results and their impact on in-year and medium-term financial performance of the organisation as a whole.
* To contribute to the delivery of strategic and operational plans which support the delivery of year-on-year improvements in operational efficiency, focus based outcomes and financial performance against constrained budgets.
* To ensure delivery of accurate and timely statutory and regulatory returns including appropriate messaging and maximal impact.

**KEY DUTIES AND RESPONSIBILITIES**

The role of the Finance directorate is to provide a comprehensive range of financial services to the University to cover all aspects of financial management and proactive financial support to Schools, Services, staff and students, thereby ensuring value for money in the widest sense is achieved.

* Line manage the Business Partnering and Financial Planning & Analysis teams and take responsibility for co-ordinating their work and leading and developing them in providing an effective and efficient service. Organise workloads to meet deadlines and competing priorities.
* Work with other Business Partner teams across the University of East London (UEL), including HR and Strategic Development & Delivery (SDD).
* Contribute to the development of strategic financial strategies and short- and medium-term business plans across all areas of the University, challenging assumptions and decision-making as appropriate and providing financial analysis and guidance on all activities, plans, targets, and business drivers.
* Provide support to Deputy Chief Finance Officer in:
  + Undertaking scenario planning, including financial and student number modelling, to test the efficiency and effectiveness of the University strategies and plans.
  + Developing annual budgets and in-year financial forecasts, ensuring financial compliance and assurance.
  + Managing the agreed budget each year, liaising with budget holders and taking pro-active action as necessary on any necessary remedial actions to ensure budgets are balanced.
* Understand and report on UEL’s financial performance, including the capital programme, to Governors, University Executive Board (UEB), Deans of Schools and Directors of Services.
* Work closely with SDD colleagues on student number planning and interpretation of enrolments and attrition and their effect upon the University’s income.
* Provide timely and quality financial information and appraisals to support decision making in all areas of University activity.
* Deliver timely and accurate statutory and regulatory financial returns, and support others in delivery of financial information for returns owned outside of Finance. This includes support for the financial accounts production and external audit processes.
* Undertake such other duties as may be reasonably expected by the Deputy Chief Finance Officer and to provide cover for the Deputy Chief Finance Officer as necessary, including sitting on committees and working groups.

**PERSON SPECIFICATION**

**KNOWLEDGE AND EXPERIENCE**

**Essential**

* Leading financial systems and business process development to enhance financial efficiency and effectiveness within and beyond Finance
* Managing budgets in a large, complex organisation
* Introducing and developing business processes, systems, and structures in order to improve organisational performance
* Providing guidance / information to assist with decision making, anticipating and highlighting financial performance drivers and options that may need to be considered
* Planning, prioritising and organising the work of self and others, delivering to stated deadlines and ensuring the most effective use of resources

**Desirable**

* Providing technical and professional financial support in a Higher Education institution
* Developing business plans and providing financial support for large capital projects and/or new business ventures
* Producing high standard written reports at board or governance committee level

**SKILLS AND ABILITIES**

**Essential**

* Financially astute, articulate, technically strong, insightful and influential, with the ability to operate at both strategic and operational levels
* Ability to communicate confidently and clearly with a wide range of people at all levels internally and externally both orally and in writing. This includes writing reports, giving presentations and interpreting financial and business data for audiences without a finance background
* Ability to work unsupervised prioritising own workload and that of others in order to address important issues and meet deadlines
* Excellent analytical skills with a logical and structured approach to completion of tasks and a proactive approach to problem solving
* Conflict resolution skills and ability to handle high levels of pressure and critical decision making

**Desirable**

* Prior experience of Agresso accounting software

**COMPETENCIES REQUIRED**

* Relationship building across an organisation and beyond to promote knowledge sharing and professional development
* Strong customer focus particularly in relation to developing and maintaining suitable financial services for budget holders and other stakeholders
* Willingness and determination to lead, develop and motivate the teams within Financial Management
* Commitment to, and understanding of, equality and diversity issues within a diverse and multicultural environment

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

* Educated to degree level or equivalent
* CCAB professional accounting qualification

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity, and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!