### JOB DESCRIPTION

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Deputy Head of Financial Performance Management – Professional Services</th>
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<tbody>
<tr>
<td><strong>Department / Unit:</strong></td>
<td>Finance</td>
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<tr>
<td><strong>Job type</strong></td>
<td>Professional Services</td>
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<tr>
<td><strong>Grade:</strong></td>
<td>Grade 9</td>
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<td><strong>Accountable to:</strong></td>
<td>Head of Financial Performance Management</td>
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<td><strong>Accountable for:</strong></td>
<td>2 x Financial Performance Managers, Financial Analyst, and Financial Performance Management Assistant</td>
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#### Purpose of the Post

To oversee financial performance management (revenue, capital and cash) of the Professional Services in the short, medium and long term. The Deputy Head of Financial Performance Management (Professional Services) will work with Directors of Professional Service departments, Chief Operating Officer and other colleagues to deliver high quality, efficient and effective Professional Services. They are responsible for providing high quality financial advice and support to improve decision making, enabling strategic initiatives and improving financial performance.

The role provides key support to the Head of Financial Performance Management in delivering: budget process, forecasting, management accounts, monthly commentaries, year-end processes, staff establishment, income growth and driving efficiency. This is a highly versatile role requiring both breadth and depth of understanding across a wide range of activities. The role will be tasked with ensuring maximum value for the College and minimising financial risk.

The role will also on occasion be expected to deputise for the Head of Financial Performance Management.

#### Key Tasks

1. **Analysis and Reporting**
   - Understand the strategy of the Professional Services departments and provides relevant financial insight into performance developing expertise over time.
   - Interpret and explain financial performance within the Professional Services departments.
   - Research and present dynamic industry, competitor and economic contexts.
   - Ensure the provision of accurate, relevant and timely management information.
   - Support the development and analysis of the financial and commercial aspects of Professional Services specific capital projects.
• Responsible for the production of the Professional Services’ monthly Management Accounts and commentary.
• Conduct scenario planning for investment requests.

2. **Customer Services & Support**
   • Provide effective support, advice and control of the financial and commercial aspects of the Professional Services departments.
   • Provide training on relevant financial rules, regulations and systems (e.g. Agresso) to all areas of the College.
   • To host discussion groups to identify new opportunities and developments within each of the areas of responsibility, to consider options for consideration and potential systems developments.
   • To provide support to project meetings as required by the Head of Financial Performance Management.

3. **Planning & Organising**
   • Provide financial leadership, assist in determining strategic direction and alignment to the College strategy.
   • Support the development and implementation of financial plans and strategies.
   • Responsible for maintaining the staffing Establishment within the agreed staff cost budget envelope.
   • Manage the overall year end process to ensure deadlines are met.
   • Assist in the development of business cases for investments (both revenue and capital projects).

4. **Liaison**
   • To be a member of relevant internal and external committee/groups, presenting and explaining financial information, dealing with financial issues and influencing decisions making on financial and commercial issues.
   • Work closely with Professional Service functions to deliver a joined up service to the College in a consistent and co-ordinated manner.
   • Provide information and analysis as required to help satisfy requests from external and internal auditors.
   • Become the link role for key policies and procedures, for example Travel and Subsistence and Procurement.
   • Assist as required on specific projects.

5. **Decision making & problem solving**
   • Support and influence key operational and strategic decisions within the Professional Services to ensure the optimum financial outcome.
   • Identify innovative solutions to enable Professional Services departments to achieve their objectives in a resource constrained environment.

6. **Continuous Improvement**
   • Acts as a catalyst to deliver identified opportunities to enhance the financial performance of a Professional Services department.
   • Continuously identify, develop and implement improvements to processes and systems that will improve overall work flow and understanding.
- Be a lead role within key Finance groups, such as process and policy review, ensuring improvements and efficiencies are developed and adopted successfully within the team.
- The post holder will be up to date with changes within the College and in the sector, ensuring that the relevant information is disseminated and explained to key parties.
- Ensure that appropriate training and work experience is in place for the development of direct reports.

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<th>Other Duties</th>
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<td>The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.</td>
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<td>The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.</td>
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