



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Deputy Director of Finance - Planning &amp; Analysis</b>
<b>Department / Unit:</b>	Finance
<b>Job type</b>	Professional Services, Full time - Permanent
<b>Grade:</b>	RHUL 10
<b>Accountable to:</b>	Executive Director of Finance
<b>Accountable for:</b>	Financial Planning & Analysis team (3 direct reports, 20 staff in total)
<b>Purpose of the Post</b>	
<p>Our vision is that of a future-facing University of Social Purpose; one that embodies a commitment to using education, research, and student experience as a vehicle for social change, striving towards a better and more inclusive society and world for future generations. We cannot do this without effectively managing our resources and projecting our needs into the future. This role is instrumental in that.</p> <p>The role is responsible to the Executive Director of Finance for the financial planning, modelling, and analysis of the University and, working with others, to play a leading role in setting revenue and capital budgets and longer-term financial plans. To be responsible for providing an effective business partnering function to support School and Directorate leaders and their teams fulfil their financial responsibilities. The postholder will be focussed on continuous improvement and will engage effectively with sector networks and will seek out, and be responsive to, feedback.</p> <p>The role will also on occasion be expected to deputise for the Executive Director of Finance.</p>	
<b>Key Tasks</b>	
<p>The main responsibilities of the post are:</p> <ol style="list-style-type: none"> <li>1. To manage and develop the Financial Planning and Analysis team which also includes the post-award Grants and Contracts team ensuring that the University has an outstanding team of dedicated Finance professionals with broad knowledge of the University's and the sector's financial performance and associated issues</li> <li>2. Working with the Executive Director of Finance and the Pro-Vice-Chancellor Academic Strategy, Planning and Resources to play a leading role in all University financial planning and modelling work including the setting of both revenue and capital annual budgets and longer-term financial plans</li> </ol>	

3. To provide regular financial forecasts informed by current and prospective financial performance (including income and expenditure, cash flow and balance sheets)
4. To monitor and prepare appropriate briefing to ensure focus on relevant University KPIs
5. To ensure that internal reporting is of a high standard and fit for purpose, and cognisant of audience, including management accounts, budget holder reports and ad hoc reporting
6. To ensure that external reporting obligations are fulfilled (TRAC, OfS Annual Financial Return, HESA and Financial Statements)
7. To monitor and report on Financial Covenants and cash – present and prospective
8. To ensure that the University's grant and contract portfolio is managed effectively and funder obligations are adhered to
9. To develop and coach School and Directorate leaders to increase skills and understanding of budgets and forecasting, and to enable them to fulfil their financial responsibilities effectively
10. Working with the Executive Director of Finance and the Pro-Vice-Chancellor Academic Strategy, Planning and Resources to ensure colleagues and unions understand the financial performance and context of the University
11. As a senior leader within Professional Services role model the University's commitment to Equality, Diversity and Inclusion and to Sustainability.

#### **Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

## PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

**Job Title:** Deputy Director Finance – Planning and Analysis

**Department:** Finance

	Essential	Desirable	Tested by Application Form/Interview /Test
<b>Knowledge, Education, Qualifications and Training</b>			
A degree or equivalent experience	X		A
A relevant professional qualification (e.g., ACCA, CIMA, ACA).	X		A
In-depth knowledge of financial management, accounting principles, and practices.	X		A/I
Comprehensive understanding of financial performance management within the higher education sector.	X		A/I
Familiarity with financial reporting standards and requirements, including TRAC, OfS Annual Financial Return, HESA, and Financial Statements		X	A
<b>Skills and Abilities</b>			
Proven ability to lead and develop high-performing teams.	X		A
Exceptional analytical skills with the ability to interpret complex financial data.	X		I
Expertise in financial forecasting, budgeting, and modelling.	X		I
Excellent verbal and written communication skills.	X		I
Ability to present financial information clearly and concisely to various audiences, including non-financial stakeholders.	X		I
Strong interpersonal skills with the ability to build effective relationships across the university.	X		I
Ability to ensure high standards of internal and external reporting.	X		A/I
Ability to coach and develop leaders in financial management and budgeting	X		I
<b>Experience</b>			
Significant experience in a senior financial management role, preferably within the higher education sector.	X		A
Demonstrated experience in financial planning, budgeting, and forecasting.	X		A
Experience in preparing and managing financial reports and statements.	X		A
Proven experience in managing and developing teams.	X		A/I

Experience in leading financial initiatives and projects that align with organisational goals.		X	
Experience in working with executive leadership and governance bodies.		X	A/I
Familiarity with post-award research management		X	A/I
<b>Other requirements</b>			
An understanding and commitment to the principles of equality, diversity and inclusion	X		I