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| Last updated: | 6 June 2024 |

**JOB DESCRIPTION**

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| Post title: | Director of Capital and Strategic Investments | | |
| Standard Occupation Code: (UKVI SOC CODE) | Please see [Occupation Codes (SharePoint.com)](https://sotonac.sharepoint.com/teams/UniversityofSouthampton-VisasandImmigration/SitePages/Occupation-Codes.aspx) to help identify a SOC code. | | |
| School/Department: | Finance | | |
| Faculty: | Professional Services | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 7 |
| Posts responsible to: | Executive Director of Finance | | |
| Posts responsible for: | Head of International, Head of Finance Projects | | |
| Post base: | Office-based | | |

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| Job purpose |
| The Director of Capital and Strategic Investments leads the strategic framework for the University’s ambitious capital and revenue investment programme to drive sustainable strategic decision making, ensuring we optimise the return on our investments in cash and non-cash returns. The role will work in a matrix manner across the University Executive and with Directors and Deans of faculties to understand the demand for investment, and with colleagues across finance to assess affordability and funding options for the investment and any ongoing commitments.  The role is accountable for the financial assessment and policy framework for managing significant strategic investment activity undertaken across the University. This will include stewardship of governance processes, development of business case templates, provision of robust options appraisal analysis and effective assessment & monitoring of benefits post completion.  The postholder will lead development of phased investment portfolio and project pipeline which demonstrate alignment to the University Strategy. They will ensure capital expenditure and associated financing is reflected in the University financial plans and treasury management forecasts and ensure correct alignment to accounting policies. The postholder will attend relevant strategic project boards and advise Exec director of Finance and University Executive team on financial risk and mitigation strategies of the programme. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | Lead the development of phased investment portfolio and project pipeline through collaborations with Executive Director of Finance, Chief of staff and Chief Strategy Officer and other key members of the University Executive Group including Director of Estates. To produce strategic modelling in relation to the University’s capital and revenue investment programme, investment appraisals and options for financing to ensure long term sustainability and alignment with University Strategy. | 20% |
|  | With regard to approved strategic projects, monitor and report financial progress against projects within the University’s Investment portfolio across many years including spend to approved budget, contingency drawdown and utilisation of the costed risk registers. Produce reports on benefits realisation against original business case and recommend course correction where appropriate. Financial reports will be made available to project boards and SRO’s | 20% |
|  | Responsible for provision of a status reporting for major capital projects within the investment portfolio. This will include multiyear planning and reporting and the management of spend from outline business case to full funding allocation as well as the articulation of spend risk in profiles and the overall balance of the portfolio against the relevant funding streams. | 10 % |
|  | Lead, design and implement a process of budget approvals for investment projects and ensure that budgets for all projects are issued in line with the approved investment programme and delegated authority levels. This includes ensuring the HMT 5 case model is followed advising on the completion of the financial and economic case advising on NPV; ROI; IRR; optimism bias and Monte Carlo analysis where appropriate. | 10 % |
|  | Be responsible for ensuring capital funding is appropriately utilised and correctly recorded in the management accounts and financial statements. Prepare year-end accounts disclosures in relation to Fixed Assets, Loans and Deferred Capital grants and ensure that accounting policies are appropriate and in line with current GAAP and associated requirements (SORP | 10 % |
|  | Responsible for provision and analysis of capital and large maintenance cash flows in each financial year, including production of forecasts of cashflows in future years to contribute to financial modelling and cash management. | 10% |
|  | Act as the Finance representative on project steering groups / boards for major capital projects. | 10 % |
|  | Ensure the correct VAT and accounting treatment is applied to all capital expenditure and associated financing. | 5 % |
|  | Be responsible for capital accounting related Financial policy and procedure documentation, updating and producing new procedures where necessary. Liaise with Internal Audit to ensure that procedures are updated to mitigate areas of risk that are identified. | 5% |

| Internal and external relationships |
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| Internal – Finance Department staff, College Heads of Finance and their teams, Estates & campus Facilities, Project Management Office and Purchasing department  External – Contractors; lawyers; external and internal auditors; funders.  Relevant suppliers and external contacts and advisors |

| Special Requirements |
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| None |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Qualified accountant (ACMA, CIPFA, ACCA, ACA) with appropriate post-qualification experience, ideally in a large and complex financial project management role.  Strategic capability to understand the wider business context and to add value to strategic decisions.  Strong analytical and decision support skills, with the ability to be able to identify and interpret trends and improve financial forecast data.  Good written and oral communication skills, able to communicate complex financial matters to non-finance staff and to build trust-based relationships with senior managers throughout the organisation. Enthusiastic, self-confident approach.  A good knowledge of the accounting standards for capital and revenue project accounting | Experience in the HE sector or related sector with a significant regulatory framework.  Familiarity with Unite 4  Knowledge of legal and policy frameworks in which universities operate. |  |
| Planning and organising | Able to champion and oversee the Department’s contribution to the university’s strategy and to lead on the Department’s strategies and plans. |  |  |
| Problem solving and initiative | Able to make judgements on significant new problems where precedent may not apply. Analytical and results orientated  Able to develop innovative solutions and practical implementations for strategic change. |  |  |
| Management and teamwork | Able to implement successful change management initiatives and formulate strategic plans that reflect and support the priority needs of the university.  Able to demonstrate leadership and to raise performance standards throughout own work areas. |  |  |
| Communicating and influencing | Able to establish and build major relationships with key stakeholders.  Able to use influence to develop positions or strategies. |  |  |
| Other skills and behaviours | Ability to lead and manage change through an organisation  Able to demonstrate alignment with the University’s core values in all areas of work, and champion those behaviours in the Department |  |  |
| Special requirements | None |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |