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| Last updated: | 6 June 2024 |

**JOB DESCRIPTION**

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| Post title: | Group Financial Controller | | |
| 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: | Team of c 60 | | |
| Post base: | Office-based | | |

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| Job purpose |
| The Group Financial Controller has strategic responsibility for Treasury management, Tax, Financial Accounting including internal and external audit, Finance Operations (AP, AR, Finance Systems) and Pensions including University Company Secretarial responsibilities for the University of Southampton subsidiary companies and group structure. The Group Financial Controller will provide exceptional collaborative leadership ensuring a high level of service to stakeholders through a unified and service-orientated culture via the development and implementation of financial strategies to underpin the University’s ambitious strategy.  The role ensures the highest standards of probity and financial integrity, strong governance and the application of good financial practice and robust controls. The role is responsible for high quality external financial reporting to the Office for Students, Companies House, HM Revenue and Customs, Financial Conduct Authority, Office for National Statistics and other regulatory bodies. The role will oversee both internal and external audit relationships and provide leadership and support to governing bodies, in particular Audit and Investment committees. An important focus will be the provision of high-quality financial planning (specifically balance sheet and cashflow management), modelling and analytical capability and advice to support decision making as well as ensuring appropriate compliance and governance is maintained and followed. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | To lead and be responsible for the Treasury Management function, delivering and ensuring the strategy and underlying policies support the University’s ambitions and provides focus on managing the University’s portfolio to include cash, investment, and borrowing. To lead the strategic relationship with the University’s bankers, lenders and advisors to ensure optimal management of University resources in the short and long term based on forecast cash flow needs of the organisation based on the 5-year financial and capital plan. | 15% |
|  | To lead and be responsible for the delivery of the external audit and year-end Financial Statements for the University Group, through working closely with the Executive Director of Finance and other UEB members and the Chairs of Audit and Finance Committees | 15% |
|  | Responsible for the provision of technical accounting advice and modelling to support the University in its strategic and operational decision-making strategy and policy formation. This extends to pensions management and advice and any other technical accounting treatments in line with the applicable Statement of Recommended Practice and Financial Reporting Standards. | 10 % |
|  | To lead and be responsible for maintaining an efficient and effective financial control framework across the University with relevant and clearly drafted Financial Regulations and Policies supported by a financial assurance map and innovative system related controls and processes, which demonstrate a customer focused services that encourages compliance. Ensuring that regular training and guidance is provided to staff and stakeholders as required.  To act as the anti-fraud officer on behalf of the Executive Director of Finance overseeing the day-to-day management of the University fraud network related matters escalating as set out in the Fraud policies. Responsibility for developing and implementing a robust Fraud framework with supporting policy and plans for Executive Director of Finance and Audit Committee consideration. | 10 % |
|  | Responsible for the safeguarding of the University’s assets via effective monitoring and control of the University’s assets and inventory in liaison with other Professional Service Areas to include the Director of IT, Director of Estates and Facilities and Faculty Business Managers supporting by clear financial policies and processes. | 10 % |
|  | Responsible for ensuring that the University’s financial systems and reporting mechanisms - including statutory reporting requirements - are robust and effective. Taking responsibility and ownership for the finance systems, representing the requirements of both the business and the users. Responsible for ensuring the quality of underlying data in finance systems and wider data integrations.. | 10 % |
|  | To lead and be responsible for the Finance Operations teams which includes Commercial credit control, Payments and the Student Accounts Team, to ensure that delivery a customer focused service to internal and external stakeholders, in line with the University objectives, strategy and policy. | 10% |
|  | To lead and be responsible for the Tax strategy and function to ensure it is conducted efficiently and effectively, with a tax strategy that supports the University’s ambitions and extends to ensuring the function is suitably positioned to respond to, and advise on, dealing with international markets. | 5% |
|  | Working with colleagues across the Finance Leadership team to ensure that financial information is timely, accurate, relevant, reflects appropriate technical accounting treatments and, where required, seamlessly integrated with people and space information so that it fully supports the University’s strategic planning processes and monitoring of ongoing performance. | 5 % |
|  | Fostering a leadership culture across the finance department that is supported by a focus on performance, accountability, innovation and continuous improvement and underpinned by customer service and striving for value for money in all that we do. | 5 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
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| Departmental and University senior management  Other members of the department/University staff  Connected across the HE Sector and sector bodies and groups  External customers as noted above.  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 | First degree or equivalent.  Relevant Professional Accountancy Qualification.  Relevant Fraud Qualification.  Senior financial management in a complex, dynamic organisation, ideally with the HE sector.  Experience of large financial software systems enabling standardisation, simplification and automation of processes.  Significant technical accounting, pensions, treasury management and reporting knowledge and experience.  Significant knowledge of taxation issues affecting universities.  Company secretarial knowledge and experience.  Understanding of managing internal and external audit practice.  Understanding of risk management and ensuring an appropriate internal financial control environment aligned to accounting standards, the law and within the risk appetite of the University.  Experience of developing budgeting, forecasting, and reporting tools that enable the delivery of strategic priorities. Experience of financial modelling and complex financial analysis  Proven leadership experience in a range of demanding and influential roles. | Relevant Governance Qualification, Company Secretary. |  |
| 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.  Experience of developing, leading and managing highly effective teams.  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 |  |  |  |