

Financial Controller



Role Description

GRADE

Grade 8

LOCATION

Sighthill, Edinburgh

LINE MANAGER

Director of Finance

Role Summary

The Financial Controller will be responsible for leading, managing and delivering all statutory and regulatory financial reporting. In addition, the incumbent of the role will ensure continuous development, efficiency improvements, further automation and effective operation of their respective ongoing services to students, staff and external customers. The position holder will also be responsible advising for leading and managing change for special projects. This will include the review and continuous improvement of processes to ensure best practice is established.

Line Management Responsibility for:

This role has line management responsibilities for Reporting, Control & Compliance Accountant, Income & Budget Accountant and Systems Accountant

Main Duties and Responsibilities

Leadership:

- Lead and manage the Financial Reporting & Compliance team including a Reporting, Control & Compliance accountant, Income and Budgeting Accountant and Systems Accountant providing a responsive and reliable service to the University, its leadership team and employees.
- Prepare and implement the annual departmental budget and plan.
- Strive to deliver the University strategy and plans from a Finance perspective, shaping policies and procedures across the department that are far-reaching and have impact University-wide.
- Support the Director of Finance in being accountable to the University's Audit and Risk and Finance and Property Committees by preparing and presenting financial information to both committees.
- Take a lead role in mentoring and coaching other staff members, encouraging teamwork and sharing of knowledge, setting SMART objectives as part of the My Contribution process driving a high performance culture within the department.
- Represent the University at the SUFDG Deputy Finance Directors group and other relevant external knowledge-sharing forums.
- Work collaboratively with the University's Transaction Services Finance Manager to help drive best practice within the wider finance team.
- Participate and contribute in the Finance Department Senior Management Team and multi-functional groups operating within the University's matrix management structure.
- Be the key point of contact for finance internal and external stakeholders, managing operational relationships with the University's bankers, , auditors and actuaries.

Risk Management:

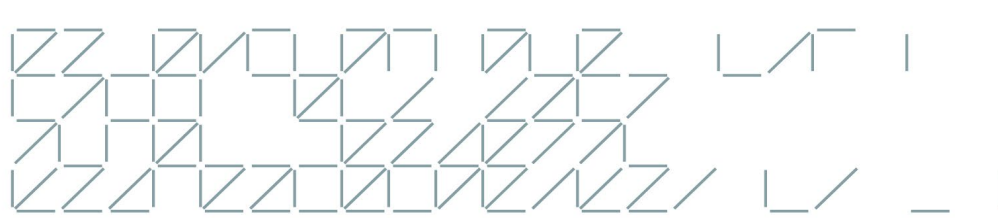
- Lead the relationship with the University's external auditors, taking responsibility for audit planning and reporting, the provision of information to auditors and implementing of external audit findings. Demonstrate operational implementation of findings to Audit and Risk Committee.
- Take a lead role in the internal audit process, maintaining a relationship with internal audit. Continue to improve the effectiveness of internal audit by highlighting risk areas for audit, and implementing and reporting on internal audit actions.
- Working with the Senior Finance Business Partner, Capital Planning, oversee the finance department risk register, ensuring risks are appropriately managed. Identify areas of risk and highlight to the business, then lead the development and implementation of new processes to mitigate it.
- Work with the Senior Finance Business Partner, Capital Planning to lead the development of a full financial procedures manual and ensure that new processes being implemented align to best practice.
- Lead and identify areas of change to drive improvement of processes and best practice
- Be alert to fraudulent behaviour, investigate any frauds discovered and provide updates on these to Audit and Risk Committee.
- Statutory Reporting:

- Responsible for leading and managing the production of annual statutory reports, including consolidated annual report and financial statements. Report and present these to Finance and Property and Audit and Risk Committee.
- Lead and manage other reporting of Higher Education requirements such as Student Funding, TRAC and HESA returns etc.
- Ensure compliance with relevant laws and regulations, including Companies House and OSCR requirements.
- Lead the statutory reporting process for domestic and overseas entities and subsidiaries.
- Liaise with the University actuaries to determine the assumptions and disclosures for year end pension adjustments.
- Lead and manage the production of monthly, quarterly and annual group accounts. Consolidate all school and support function accounts into an annualised statutory report.
- Responsible for tax compliance, including overseeing the submission of VAT and Corporation tax returns.
- Application of UK GAAP principals with a strong knowledge of FRS 102. Lead, design and implement improved financial controls and processes including appropriate reviews and checklists.
- Lead a responsive, accurate and consistent service to agreed deadlines both internally and externally, ensuring all internal and external reporting is timely and is conducted to the highest professional standards

Management Reporting, Budgeting and Forecasting:

- Lead the production of accurate and meaningful management information across the University to inform strategic decision making, including leading and managing the monthly, quarterly and annual production of individual schools/support services and consolidated management accounts.
- Take a strategic approach to the budget and forecasting process, leading the preparation of consolidated financial plans and reporting these to the University Leadership Team and Finance and Property Committee.
- Establish user friendly suite of management reports (embedded within commentary) and KPI's that meet senior management requirements and provide high quality reports to SFC and auditors on these.
- Responsible for financial monitoring to ensure covenant compliance, and submitting compliance information to banks.
- Responsible for cash and treasury management, ensuring cash reserves and counterparty limits are within those outlined in the University's Treasury Management Policy, whilst maximising returns on deposits and limiting exposure to foreign currency movements.
- Take a business partnering role to the finance and corporate areas, responsible for departmental budgets, forecasts and monthly financial reporting.

Culture:



- Demonstrate leadership within the finance team to create a culture of trust and confidence that enhances reputation of Department across all areas of the University.
- Instil a customer centric approach, agreeing, communicating and monitoring clear service levels for all stakeholders
- Lead and manage finance/governance change projects including full project life cycle and delivery of necessary training to end users within finance and the University.
- Work closely with senior managers across the University, to ensure any proposed changes and new projects are consulted upon, clearly communicated and any financial impacts assessed.
- Assist with special projects such as evaluation of long term strategy, commercial opportunities and challenging existing arrangements.
- All employees are responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with all applicable legislation, codes and policies e.g. Data Protection, Information Security and Records Management
- Any other duties as required by the Director of Finance
- Role model the University's values & behaviours.
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with all applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).

PERSON SPECIFICATION

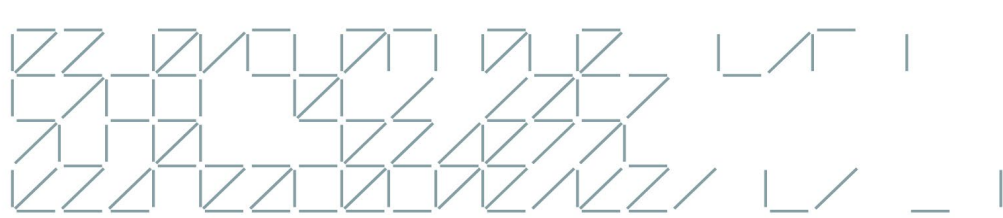
ESSENTIAL DESIRABLE

Education / Qualifications

- | | ESSENTIAL | DESIRABLE |
|--|-----------|-----------|
| • CCAB qualified accountant | ✓ | |
| • Educated to degree level or equivalent | | ✓ |

Skills / Experience

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| • Strong technical skills in relation to current accounting regulations | ✓ | |
| • Good analytical skills with mind-set of deep diving into issues to fully understand and communicate conclusions clearly. | ✓ | |
| • High level knowledge of FRS102 and SORP | ✓ | |
| • Experience of financial modelling, appraisal and analysis in relation to major projects and business growth. | ✓ | |
| • Experience of change and project management with skills and ability to manage change with tenacity and willingness to drive through change to deliver and meet the business needs. | ✓ | |
| • Familiarity with major IT packages, Excel, Outlook and Word. | ✓ | |
| • High standard of computer literacy, particularly scenario planning and options analysis. | ✓ | |
| • Excellent communication and interpersonal skills with confidence in communicating at all levels across the University, orally and in writing. Excellent work ethic. | ✓ | |
| • Excellent team building and management skills with a proven record of leadership to bring about change and continuous improvement. | ✓ | |
| • Strong organisational skills with a proven record of ability to meet strict deadlines. | ✓ | |
| • Prior experience of delivering the highest standards of performance and customer service. | ✓ | |
| • Experience of forging relationships with internal and external customers and stakeholders | ✓ | |



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| • Knowledge of best practice and continuous improvement. | ✓ |
| • Knowledge of taxation as it applies to charitable organisations and subsidiaries. | ✓ |
| • Working knowledge of TRAC methodology and sound knowledge of costing techniques. | ✓ |
| • Experience of Agresso finance system and iTrent HR/Payroll system. | ✓ |