

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Head of Financial Reporting and Compliance</b>	<b>Grade:</b>	<b>SG9</b>
<b>Department:</b>	<b>Finance Directorate</b>	<b>Date of Job Evaluation:</b>	<b>February 2020</b>
<b>Role reports to:</b>	<b>Assistant Director of Finance (Compliance and Operations)</b>		
<b>Direct Reports</b>	<b>Financial Reporting and Compliance (FRC) Team - 4 people</b>		
<b>Indirect Reports:</b>	<b>None</b>		
<b>Other Key contacts:</b>	<b>Senior Management, Budget Holders, Student Finance Staff, Finance Directorate Staff</b>		
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

### **PURPOSE OF ROLE:**

The post-holder has a key role to play in the preparation of the consolidated financial statements, review of the University's balance sheet, treasury forecasting and working towards the overall objectives of the University. The post holder has a key role to play in the management and development of staff, the development and improvement of management controls, and ensuring the necessary flexibility for adapting to a fast-changing environment.

### **KEY ACCOUNTABILITIES:**

#### **Leadership and Management**

- Planning, coordinating and organising the work of the FRC team with an emphasis on quality processes and outcomes. Management and development of staff within the team
- Continuous improvement mindset, suggesting and implementing improvements to systems and processes
- Providing proactive advice to senior managers on key risks and financial outcomes at project, business unit and corporate levels
- Providing training to team members and to foster knowledge sharing amongst the team and the wider Finance Directorate
- Representing the Finance Directorate on internal working groups, project teams, committees and external assignments as necessary
- Deputising for the Assistant Director of Finance (Compliance and Operations) in his/her absence

#### **Operational**

- Provision of management information, analysis, forecasts, technical financial accounting input, advice and reporting to senior staff
- Provision and review of monthly balance sheet reconciliations, along with high level analytical summaries to seniors

- Integral role in helping to prepare the consolidated financial statements and maintaining the consolidation model
- A key contact for the external auditors during the year end audit
- Responsible for the collation of data and submitting routine compliance returns to the Office for Students
- Ensuring compliance with the University's financial regulations, procedures and implementation of audit recommendations in conjunction with the Assistant Director of Finance (Compliance and Operations)
- Responsible for bringing together the treasury forecast and advising on cash requirements
- Work associated with and/or preparation of various compliance and statutory returns
- Compliance: statutory and other compliance requirements; HMRC and Other audits; VAT, Corporation and Other taxation; providing taxation advice; other statutory and compliance returns

#### **Technical**

- Developing the FRC Team Procedures Manual
- Ensuring the relevant financial reporting standards are followed
- Providing financial reporting advice and modelling the impact of changes to help in the decision-making process
- Development and ownership of the Chart of Accounts

#### **Management**

- FRC Team – 4 direct reports

#### **Flexibility**

- Other activities consistent with the varied and developing demands of the role.

#### **Core Requirements:**

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible

#### **Additional Requirements:**

- Undertake any other duties as requested by the Chief Financial Officer or their line manager, commensurate with the grade.
- This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the Finance Directorate delivers the required level of service.

#### **KEY PERFORMANCE INDICATORS:**

- Timely response to stakeholder / senior management requests / queries
- Meeting key deadlines for Committee Reporting and timetable for the consolidated financial statements
- Maintenance & improvement of internal controls & implementation of internal audit recommendations

**KEY RELATIONSHIPS (Internal & External):**

- External auditors
- Internal auditors
- Finance team colleagues
- Finance officers and other similar staff in the Faculties and Directorates
- Senior management throughout the University

**PERSON SPECIFICATION**

<b>Essential</b>	<b>Desirable</b>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Substantial financial reporting experience at a senior level</li> <li>• Substantial experience in managing staff and teambuilding</li> <li>• Experience of coordinating a financial year end timetable and deliverables</li> <li>• Experience of providing financial information to external auditors and coordinating requests in a finance team</li> <li>• Ability to tailor communication approach effectively dependent upon the audience</li> <li>• Experience in dealing effectively with senior internal and external stakeholders at a high level of detail</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• High level of computer literacy (incl. advanced Microsoft Excel &amp; working knowledge of Access)</li> <li>• Strong background in data analysis and reporting</li> <li>• Good analytical and technical skills</li> <li>• Advanced communication and report writing skills</li> <li>• Ability to meet deadlines</li> <li>• A customer-oriented approach</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience and knowledge of the Higher Education sector</li> <li>• Introduction of new systems and processes, with associated training and liaison</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>

<p>A team player</p> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• CCAB qualified accountant with significant PQE</li> </ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• We are looking for people who can help us deliver the <a href="#">values</a> of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• A recognised honours degree</li> </ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
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