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# JOB DESCRIPTION

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# **Job Title: Deputy Head of Finance**

## Reporting to Head of Finance

**Place of Work: Student Centre**

**Hours of Work: Part-time, 3 days per week**

**Grade: 6 (£30,046 – 38,017 pro rata)**

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**Purpose of Role**

Working to the Head of Finance, you will have a key role in ensuring that SUBU is financially stable now and in the future. The postholder will be an integral part of the Union’s management team and will support the Head of Finance in the development and application of robust systems and processes. The postholder will be responsible for providing management information and business intelligence to the Board of Trustees, Chief Executive, and Senior Management Team. The postholder will work across both the Charity and Commercial arms of the Union to ensure strong financial management and compliance with all legal, regulatory and procedural requirements.

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**Key Tasks**

* Financial/Commercial Duties: Undertake budget creation, analysis, forecasting and reporting processes across the Union. Maintain cash flow control and assist with cash flow management, reporting, forecasting, and funding in line with Union policy.
* Strategic Duties: Provide timely and accurate management information and business intelligence to the Trustee Board, Chief Executive and senior management, budget owners and external stakeholders with analysis and insight into financial ad non-financial performance of the Union.
* Compliance duties: oversight of data and financial record keeping assuring legal responsibilities and alert Head of Finance of non-compliance issues and risks.
* Monitoring and Reviewing Duties: Managing the process of work through the department, monitoring performance, and ensuring resources are adequate to cope with workload. Drive innovative process improvement within span of control and suggest solutions for other areas.
* Reviewing and Evaluation Duties: support the Senior Management Team in SUBU-wide strategic planning and development, work with the CEO to ensure an effective risk management process that ensures the organization has systems in place to identify and report on strategic and organizational risks.
* Auditing Duties: support the Head of Finance, ensure the smooth and efficient management of external audit processes.
* Process Duties: Under supervision of Head of Finance, lead on year-end preparation for efficient closing and reporting. Ensure that the Union’s records and Sage system is up to date, accurate, and fully utilized.
* Administrative Duties: Oversee timely and accurate processing of payroll, allowances, and other reimbursements related to HR function, maintaining secure, up-to-date, and accurate documentation control.
* Line Management Duties: support 2 finance administrator, setting workloads, priorities, and other general Line management responsibilities.
* Communication Duties: Communicate effectively with all stakeholders at all levels.
* Key Union Events Duties: when asked to assist with the organisation and administration of the larger Union events such as Fresher’s, Summer Ball

**General for all staff**

* principle roles and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate
* assist with organisation and delivery of **major Union events** such as freshers, Summer Ball, Awards and Elections
* adopt and endorse the organisations Vision and Mission Statement and all supporting policies, across all aspects of the role
* participate in training, meetings or conferences considered relevant to their job with agreed Personal Development plan
* carry out your duties with full regard to the rules policies and procedures and conditions of service contained in the staff handbook
* abide by the Organisation’s policies and procedures
* adhere to all health and safety legislation

**Person Specification**

* Part or fully qualified:ideally CIMA or a similar recognised accountancy qualification with 2+ years’ experience.
* Extensive experience with computerized accounting systems, experience of SAGE would be an advantage
* Competent in all Microsoft Office applications, in-depth knowledge of Excel
* Time management skills with the ability to deliver multiple projects
* Ability to process large amounts of timely and accurate quality information
* Accuracy and thoroughness and a high attention to detail
* Strong organisational ability
* Can work calmly under pressure
* Innovative and solution orientated
* Self-motivated