

## Job profile

<b>Job title</b>	Head of finance and administration
<b>Reports to</b>	Chief Executive
<b>Responsible for</b>	Reception/administration coordinator
<b>Salary</b>	£45,000 (full-time equivalent)
<b>Hours</b>	0.6FTE (3 days)

### Job purpose

The postholder will lead the strategic and operational finance function to ensure effective financial management. This will involve modernising the service offer, systems, policies and procedures, including bringing back in house the accounting and payroll functions. The postholder will play a key role in developing the financial literacy and skills of staff, student officers and student groups.

### Duties

- Prepare budgets, monthly management accounts, forecasts, year-end financial statements and other financial reports
- Implement financial controls and ensure processes and procedures support good governance and compliance, including in subsidiary student groups
- Manage the accounts payable and receivable functions
- Develop and implement new costing, budgeting and reporting models
- Lead a project to bring in-house the outsourced accounting and payroll functions, including planning and implementing the necessary systems, structures and processes
- Support development of financial literacy and skills as part of development programmes for staff, student officers, students
- Prepare, and support others to prepare, funding bids to external bodies
- Review financial strategies including pay, cash flow, reserves, investment and capital expenditure
- Review the provision of, and manage contracts for, external audit, banking, insurance and other financial services
- Liaise with the University and other funders as required
- Maintain the asset register
- Support the chief executive and the leadership team to review the risk register
- Prepare and submit relevant documents to Companies House, Charity Commission, the University, funders and others
- Oversee human resources-related administrative processes
- Oversee implementation of health and safety plans – delegated to managers with support from University health and safety service
- Manage the reception/administration function and student technical support team
- Support the development of digital service delivery
- Manage the team's performance
- Manage the service's budget

### Senior leadership team

- Contribute to the development, implementation and review of the Union's strategic plans and leading on operational plans
- Contribute to the achievement of Union and team objectives as a leader, mentor or team member as required
- Empower and support student officers and other student leaders

**Additional responsibilities of all staff**

- Be a team player by working with colleagues and students across a range of projects
- Maintain high standard of professionalism, confidentiality and respect for student, colleagues and visitors
- Adhere to and apply the Union's values, policies and procedures
- Be responsible for observing and implementing good health and safety practices
- Travel to/between and work at all three UEL sites when required
- Attend committees, meetings, training, conferences and other events
- Attend occasional weekend and evening events, according to organisational needs
- Participate in major Union events and activities as and when required
- Undertake any other duties as reasonably requested by line manager

## **Person specification**

All criteria listed are essential for this role except where stated desirable.

### **Education/qualifications**

- CCAB/CIMA qualified OR CCAB/CIMA part-qualified with at least five years' experience
- Relevant continuing professional development (desirable)

### **Professional experience**

- Significant experience in a finance role including preparation of budgets, monthly management accounts, forecasts, year-end financial statements and other reports (essential) in a charity or social enterprise (desirable)
- Developing and implementing strategies and policies for pay, cash flow, reserves, investment and capital expenditure
- Planning and implementing new systems and software (desirable)
- Implementing new ways of working to enhance operational efficiency and customer experience (essential) including digital service delivery (desirable)
- Preparing reports for consideration by, and presenting to, committees
- Developing and implementing policies and procedures which impact upon multiple teams or a whole organisation
- Writing, and supporting others to write, funding bids and applications (desirable)
- Supporting non-finance colleagues to develop financial literacy (desirable)
- Developing and maintaining relationship with key stakeholders
- Managing teams of staff with proven success
- Advising and supporting teams of elected officials or volunteers (desirable)
- Managing and working in a matrix management structure (desirable)

### **Knowledge, skills and abilities**

- Legislation and regulations relating to payroll, pensions and charity finance
- Charity SORP (desirable)
- Risk management best practice
- Sound judgement and the ability to think strategically
- Developments in digital service delivery (desirable)
- Higher education and the challenges facing students and universities (desirable)
- Excellent organisational skills including managing conflicting priorities and a diverse workload
- Able to take on responsibility for delivering tasks to ensure targets are met
- Able to communicate and work effectively in a team and using own initiative
- Excellent inter-personal skills including being able to clearly communicate with other staff members at all levels
- Excellent IT skills including Microsoft Office
- Innovative and creative approach to work

### **Personal attributes**

- Willing and able to work in a fast-paced, challenging environment
- Willing and able to work in a student-led, democratic organisation
- Willing and able to work flexibly including occasional evenings and weekends
- Understand and appreciate culture and climate of modern students' unions
- Sensitive to the needs of a diverse community and cultural differences