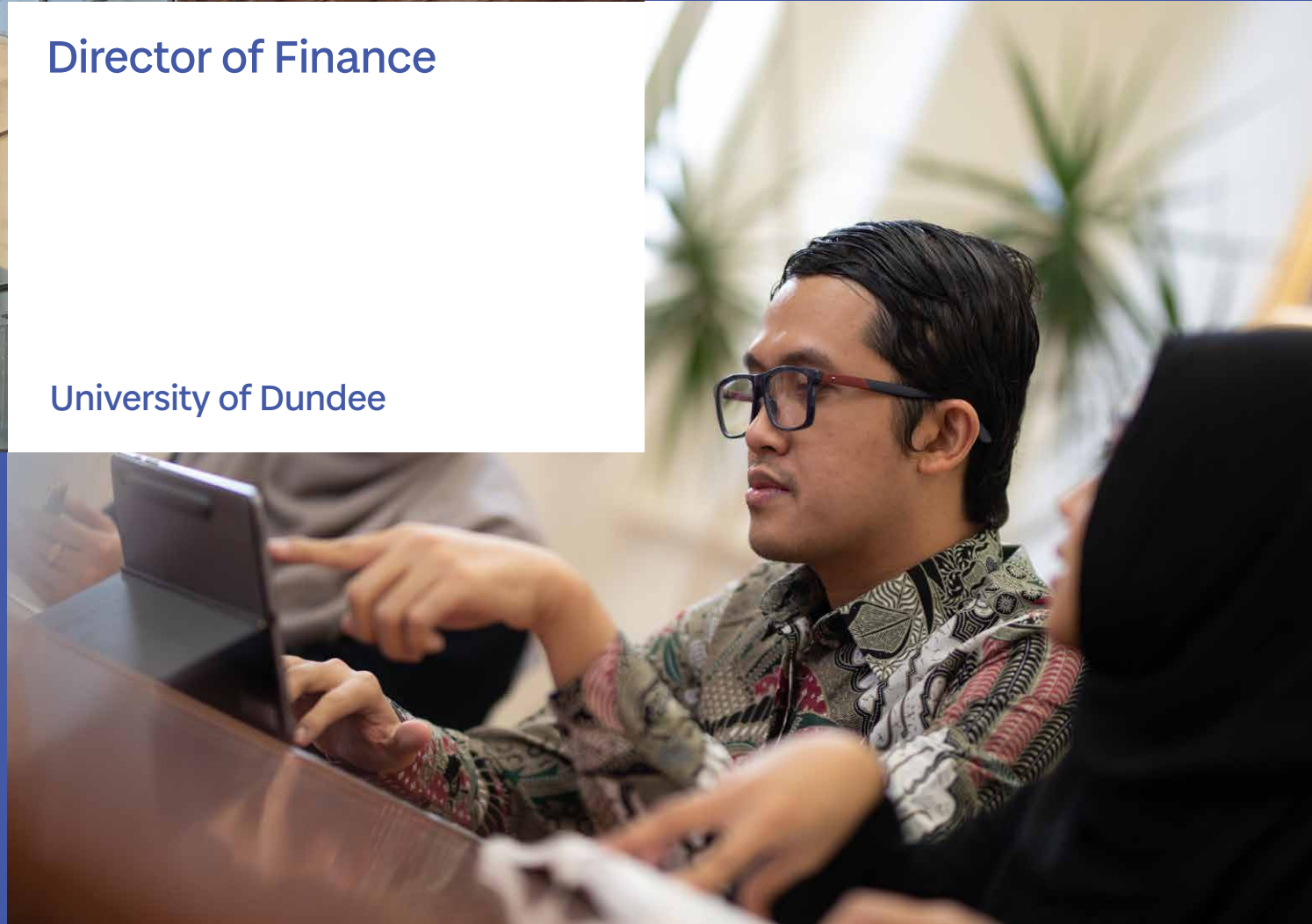




Director of Finance

University of Dundee



Contents

Foreword from Principal & Vice-Chancellor	3
About the University of Dundee	4
Governance and Senior Management	6
Organisational Structure	7
Appointment of Director of Finance	9
The City of Dundee	14
How to Apply	16



Foreword from Principal & Vice-Chancellor

We are a high-performing community driving one of the world's top 250 universities. A city that is in the midst of an exciting transformation - highlighted by the opening in 2018 of V&A Dundee and the forthcoming arrival of the Eden project - which is making it one of the best places in the United Kingdom to live, work and study

The University of Dundee is an extraordinary university, presenting a unique blend of gold-standard teaching, world-class research with impact and offering an outstanding student experience.

The Director of Finance is responsible for overseeing all aspects of the University's finances and financial performance and will play a key role in the delivery of our new University Strategy to 2027.

We are seeking someone who embraces our values, sense of place, and commitment to building an inclusive culture, working with the leadership team and the University community.

At Dundee we place equal value on research, teaching, the student experience and our enterprise and engagement agenda. In doing all of that we seek to fulfil our core mission, to transform lives locally and globally.

We are an inclusive university and look forward to receiving applications from a diverse range of backgrounds. If you are someone who shares our commitment to excellence in everything you do and the transformative power of a university, then we want to hear from you.

Professor Iain Gillespie
Principal & Vice-Chancellor



About the University of Dundee

The University of Dundee has a clear mission – to transform lives, locally and globally, by the creation, sharing and application of knowledge. We do this with world-class teaching, pioneering research, and work that has social, cultural and economic impact.

We are a Scottish institution operating on a global stage and with an annual turnover of over £250m.

Our impact is felt from the heart of Dundee, where we are absolutely central to the City's future plans and prosperity, to the countries of the developing world where we are helping cure devastating diseases like malaria and giving people life-changing opportunities for education.

We are home to a community of 17,000 students and over 3,000 staff. Around 12,000 are undergraduates with 25% of our students coming from outside the UK.

As a high-performing community we have embedded the pursuit of excellence in everything we do. With the new University Strategy about to be launched, this is an exciting time to join the University and to play a major role in its future success.



About the University of Dundee

The high quality of teaching and research at the University, together with the satisfaction ratings of our students, has contributed to repeated high rankings. We are:

→ University of the Year for Student Experience 2020

(The Times and Sunday Times Good University Guide)

→ Gold rated in the Teaching Excellence Framework

→ 4th in the UK for overall average satisfaction in the International Student Barometer

(International Student Barometer survey 2019)

→ One of the world's top 250 universities

(Times Higher Education World University Rankings 2020)

→ Top-ranking University for Biological Sciences

(Research Excellence Framework 2021)

→ Rated amongst the world's best universities in terms of impact of scientific research, being placed 33rd in the world

(2021 CWTS Leiden Rankings)

→ 28th overall in the UK. 1st in Scotland for graduate prospects

(The Complete University Guide 2022)

→ Top in Scotland (and 6th in UK) for commercialising innovation

(GovGrant University Spinout Report 2021)

→ One of Europe's 50 most innovative universities

(Reuters Top 100: Europe's Most Innovative Universities 2019)



Governance and Senior Management

The University Court is the governing body of the University, and the Senatus Academicus, or ‘Senate’, is its supreme academic authority.

The University Court has particular responsibility for the employment of staff and the management and administration of property and finance. The Senate’s primary responsibilities are to regulate and superintend the academic work of the University in research, knowledge exchange and in learning and teaching – from admissions to graduation.

The Principal chairs the University Executive Group, which comprises the Vice-Principals, University Secretary & Chief Operating Officer and Director of Finance.

The Senior Vice-Principal is responsible for academic performance and planning and manages the Deans of all our Schools. The University has three other Vice-Principals, for Education; Research, Knowledge Exchange & Wider Impact; and International.

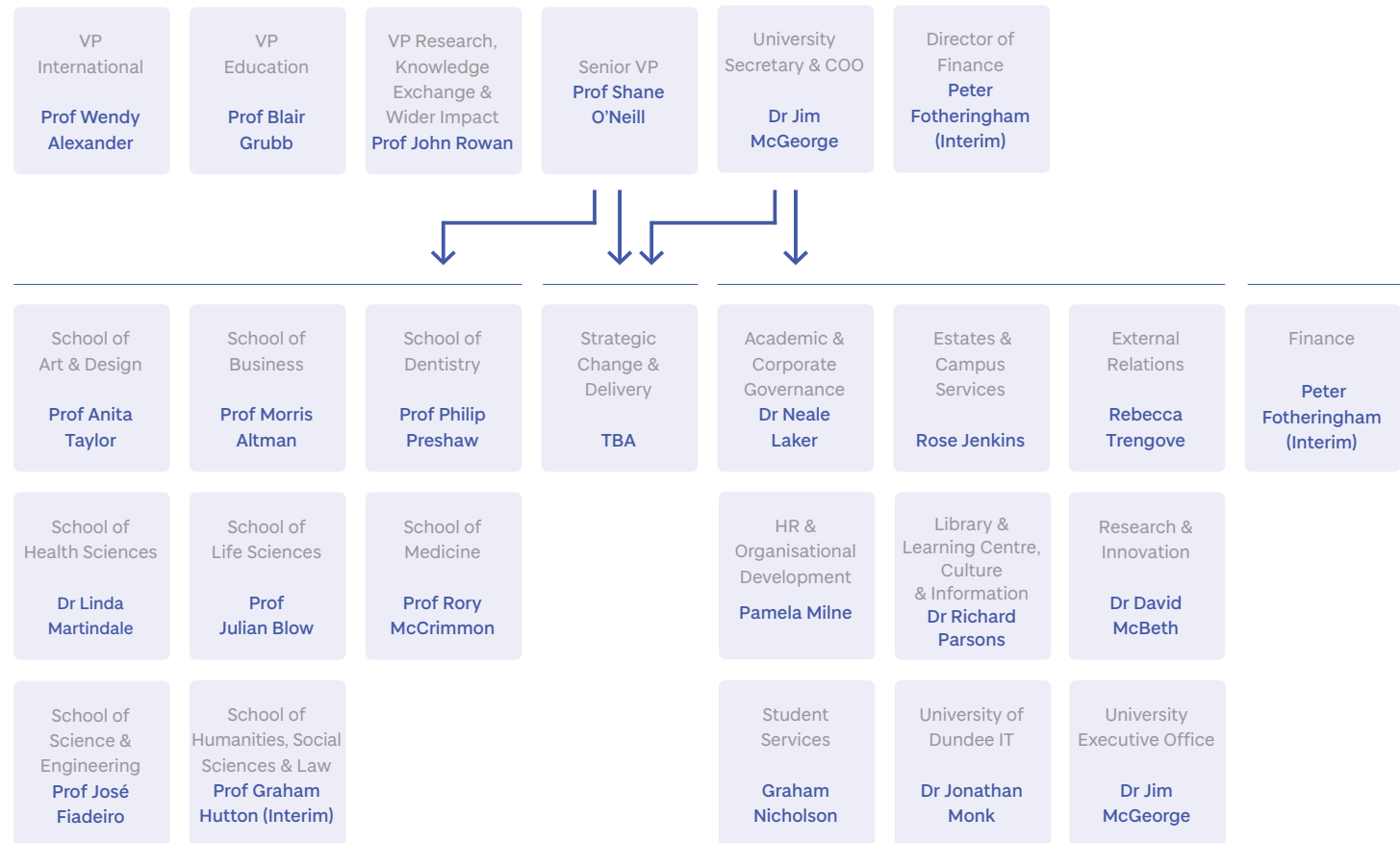
The University Secretary & Chief Operating Officer leads a team of ten Professional Services directorates, each headed by a Director. He is also responsible for the Professional Services staff embedded in each of the University’s Schools and headed by a School Manager.



Organisational Structure

Principal & Vice-Chancellor
Prof Iain Gillespie

University Executive Group



“Dundee proves it is possible to be both
an outstanding teaching university and
one at the cutting edge in research work.”

Alistair McCall, The Times/Sunday Times, Good University Guide



Appointment of Director of Finance

Position: Director of Finance
Reporting to: Principal & Vice-Chancellor
Accountable to: University Executive Group
Location: City Campus

Key Responsibilities

The Director of Finance is responsible for overseeing all aspects of the University's finances and financial performance.

They will play a leading role in the delivery of our new University Strategy to 2027, through ensuring that our financial strategy is aligned to our strategic ambitions and by making a wider contribution to our future development as a key member of the University Executive Group. An experienced leader, with a sound understanding of the economy of higher education, you will report to the Principal & Vice-Chancellor in your capacity as de facto chief financial officer, while being accountable to the University Secretary & Chief Operating Officer for delivering effective and efficient professional services through your leadership of the Finance & Procurement Directorate.

- Providing clear and proactive financial leadership to the University, contributing to strategic developments, working with other leaders to seek out and exploit new opportunities and delivering our ambition of long-term financial sustainability.
- Ensuring the necessary financial strategies, resourcing models, systems and skills are in place and operating effectively to support the delivery of the University's vision, mission and strategy.
- Developing a deep understanding of the complex economy and business drivers associated with an international, research-intensive university and using this to identify ways to enhance our financial performance, extract maximum value from our resources and positively incentivise behaviour.
- Ensuring strategies, systems and controls are in place in support of our research, learning and teaching, engagement, unregulated income growth, cost control and international activities.



Appointment of Director of Finance

- Facilitating growth in net unregulated income from fees and contracts, commercial opportunities and the exploitation of our intellectual property.
- Playing a full and influential part in the work of the University Executive Group in running the day-to-day business of the University, securing its longer-term development and ensuring its capacity to anticipate and respond effectively to changes in the external environment.
- Deepening the level of financial acumen of leaders and managers across the University, facilitating the development of a more entrepreneurial culture and one characterised by empowerment with accountability - and supported by a business partnering approach.
- Taking a lead role with senior colleagues in the University's annual planning and budget-setting process.
- Ensuring the University complies with the statutory, contractual and financial monitoring requirements of the Scottish Funding Council, other funding bodies and commercial and public service partners.
- Guaranteeing the highest standards of financial stewardship, discipline, integrity and governance, ensuring that all financial reporting, financial management and financial accounting systems are fit for purpose.
- Creating a high-performance culture in which staff of the Finance & Procurement Directorate feel valued, operate effectively and have access to regular training and continuous professional development.
- Working together with the University Secretary & Chief Operating Officer, Service Directors and School Managers in ensuring the development, delivery and enhancement of high quality, effective and efficient services to students, staff and other stakeholders.



Appointment of Director of Finance

Main Duties

- Contributing to the future development of the University by providing strategic financial direction and high-level advice to the University Court, Finance & Policy Committee, Audit & Risk Committee and University Executive Group.
- Identifying mechanisms to enhance the delivery of the University's strategic priorities and objectives in relation to sustainable ambition, including the introduction of appropriate means of financial modelling, analysis and incentivisation.
- Ensuring that the finance and procurement functions of the University are carried out to the highest professional standards including planning, resource allocation, budgeting, forecasting, the preparation of final accounts, project appraisal, investment management, pension strategy and the financial planning and monitoring of the capital programme.
- Leading, managing and developing the Finance & Procurement Directorate (of around 70 staff) and providing clear professional leadership in a manner consistent with the University's values.
- Overseeing the preparation of business plans and capital investment proposals relating to major University developments and opportunities, including supporting senior colleagues in developing costing and pricing strategies.
- Ensuring that effective management arrangements, systems and controls are in place across the Directorate including in relation to treasury management, endowment portfolio management, insurance, research finance and procurement.
- Maintaining a cost-effective, customer-driven approach to service delivery, championing a business partnering approach and engendering a service ethos among staff.
- Working together effectively with senior leaders across Schools and Directorates and contributing to the efficiency of key business processes and systems.
- Managing the University's commercial relationship with the banks, overseeing the activities of subsidiary companies, cash flows and borrowings and managing financial relationships with a range of private sector providers including Dundee Student Villages Ltd as the provider of our student residential accommodation.
- Ensuring that the University is operating in a tax-efficient way in the UK and globally and is complying with all current legislation on taxation and integrating tax planning with new business proposals.



Appointment of Director of Finance

- Observing all the relevant national and international accounting standards, liaising with the University's internal and external auditors, and ensuring the highest standards of probity, integrity, best practice and governance.
- Playing a full part in the work of the University Executive Group, ensuring complete integration of academic and financial objectives in planning new developments and monitoring ongoing operations.
- Identifying, managing and mitigating high level financial risks, ensuring that these are highlighted for the University Executive Group and that an appropriate financial risk management framework is in place.
- Reporting as necessary to a range of external bodies including the Scottish Funding Council, the National Health Service, research funders and government agencies.

Key Relationships

The Director will develop a very strong professional working relationship with other members of the University Executive Group (Principal & Vice Chancellor, Vice-Principals, University Secretary & Chief Operating Officer) as well as the wider University Management Group, which includes Deans, Directors and School Managers, and with other senior academic and professional staff.

You will also build strong relationships with all members of Court, and especially the lay Chairs of the Finance & Policy Committee and Audit & Risk Committee. You will maintain effective working relationships with the internal and external auditors and develop external networks as appropriate, for example in relation to the Scottish Funding Council, other grant-awarding bodies and sector bodies such as the British University Finance Directors' Group (BUFDG).

The Person

Having held a senior financial leadership role within a comparably large and complex organisation, and with a proven track record of delivery, you will be able to express a clear understanding of the financial and broader challenges facing higher education in a Scottish, UK and international context.

Your commercial and business-focused approach will be accompanied by demonstrable empathy for the University's mission, core purpose and values-driven culture. In addition, you will be required to demonstrate:

- A proven track record of financial leadership, innovation and management in a complex organisation including the ability to think strategically and analyse difficult issues.

Appointment of Director of Finance

- Leadership skills based on integrity, high professional and ethical standards, a strong commitment to equality, diversity and inclusion and an ability to motivate and develop high-performing individuals and teams.
 - Experience of operating at governing body and/or senior management level within a dynamic environment.
 - Evidence of successfully implementing strategies and plans and managing change.
 - The ability to be a strong voice in promoting sustainable ambition across the University, including having the courage and willingness to challenge constructively, take unpopular positions where necessary, make decisions, maintain focus and deliver even in the context of challenging circumstances.
 - Outstanding communication, influencing and negotiating skills, including the ability to present complex financial information in an accessible way, both verbally and in writing.
 - Evidence of a strong service orientation and achievements in driving high levels of organisational performance and value for money.
- A willingness to work with others to find innovative solutions to complex problems.
 - Energy, resilience, impact and drive.
 - Experience of major strategic change management projects requiring high level influencing skills.
 - Experience of overseeing major capital expenditure projects from a financial perspective.
 - In addition, you will be educated to degree level with a professional accounting qualification and substantial post-qualification experience.



One city, many discoveries

Dundee occupies a stunning position on the east coast of Scotland, overlooking the River Tay where in summer dolphins can be seen playing. The City and its surrounds offer a high quality of living; city life combined with wide open spaces.

Dundee is friendly and compact. With a population of 150,000 it is small enough to walk round but has all the cultural and leisure activities you would expect in a much larger city. It is the UK's only UNESCO City of Design and with the opening of the only V&A museum outside of London has a growing reputation as a creative centre. The Sunday Times named Dundee 'Scotland's Best Place to Live' in 2019, while GQ said it is 'becoming Britain's coolest little city'.

The best of Scotland is easily accessible from Dundee. You can take part in watersports on the Tay in the morning, climb a mountain in the afternoon and still have time to return for a show at Dundee Rep, home to Scotland's leading theatre ensemble, in the evening.

We lie at the heart of Scotland's fabled golf triangle, linking the Ryder Cup venue at Gleneagles and the Open Championship courses at Carnoustie and St Andrews, the home of golf.

Dundee is a post-industrial city that has worked hard to reinvent itself. The University is a key economic driver for prosperity and we're involved in many partnerships across the City in areas such as social, education, health and wellbeing, cultural, business and the voluntary sector. We have strong links with the City Council, other local authorities, Scottish Enterprise Tayside (the local economic development company), NHS Tayside and a range of other local and national bodies in Scotland and the UK.



The City of Dundee

Salaries in Dundee currently go further on the property ladder than almost any other city in the UK. The range of properties within commuting distance of the University covers the widest spectrum – from country houses and seaside cottages to handsome town villas and sleek City Quay apartments.

Dundee has put enormous effort into the redevelopment of the city centre and its stunning waterfront along the Tay is now being developed, including V&A Dundee, an iconic building designed by renowned architect Kengo Kuma, and the proposed Eden Project. The vibrant cultural quarter is home to Scotland's award-winning Dundee Rep Theatre and the highly acclaimed Dundee Contemporary Arts which has become a lively social hub and film house as well as a champion of leading-edge arts.

Dundee has become known as the City of Discovery – the place where Captain Scott of the Antarctic's ship, the RRS Discovery, was built and is now permanently berthed. It is a line that serves contemporary Dundee well with its reputation as a strong research-led environment.

The highest levels of annual sunshine, more green spaces and the purest air quality of any city in Scotland make Dundee a pleasant place to live, and comparatively low levels of traffic cut the daily 'hassle factor' considerably. An apocryphal tale has it that the local radio station has on occasion warned of traffic jams "causing delays of up to three minutes".

There are 35 primary schools in the region feeding into eight secondary schools. In the private sector, Dundee High School is one of the leading fee-paying schools in Scotland, consistently scoring well on academic and sporting achievement. A further eight independent/private schools are within driving distance including St Leonards, Strathallan, Glenalmond College and Lathallan School. Pre-school education is widely provided including a number of excellent private nurseries.

Dundee is just a 90-minute drive from 90% of Scotland's population. Edinburgh is less than an hour away and Glasgow around an hour and a half by road or rail. If London beckons, you can get down for a meeting and back on the same day using Dundee Airport, flying direct to London. Short check-in times are an extra bonus and crystallise the quality of life enjoyed in this part of the world.



How to Apply

Director of Finance

The University of Dundee has retained an executive search partner, Dixon Walter, to advise on the appointment.

Please send applications to by email to Jim Allcroft at jim@dixonwalter.co.uk or call 07388 652631.

Further details are available at their dedicated candidate microsite www.dixonwalter.co.uk/opportunities/director-of-finance-2/

Applications should be made via email and on separate documents,

- a letter of application setting out your interest in the role and details of how you match the criteria (no more than two pages of A4)
- a comprehensive Curriculum Vitae (CV)
- details of three referees, one from your current employer (referees will not be contacted without your permission) - the final appointment will be made subject to satisfactory references.
- a completed Personal Details form (available above)

The closing date for receipt of applications is midnight on **Monday 18 July 2022**. Shortlisting will be conducted in mid-June with final interviews taking place w/c **Monday 22 August 2022**.



How to Apply

How to Apply Accessibility

We are committed to ensuring everyone can access our website and application processes. This includes people with sight loss, hearing, mobility and cognitive impairments. Should you require access to these documents in alternative formats, please contact: jim@dixonwalter.co.uk

Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and / or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/ application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.





- 1 Student Graduation
- 2 Student accomodation
- 3 Tower Building
- 4 Students in Scrymgeour building
- 5 Students on City Campus



University of Dundee

University of Dundee,
Nethergate,
Dundee DD1 4HN
+44 (0)1382 383000
dundee.ac.uk

