



Appointment of
**Executive Director of Finance
at the University of Roehampton**

Thank you for your interest in the role of Executive Director of Finance at the University of Roehampton.





Welcome

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Grounded in the foundation principles of our four colleges, we want to change lives by helping our students develop the confidence, knowledge and adaptability they need for a successful graduate career and fulfilling life. Our purpose guides our approach to delivering excellent teaching and world-class research, supported by an outstanding student experience.

We will shortly be launching our 2030 strategy which is anchored around student education, research and engagement, and sustainable investment.

The successful applicant will be inclusive, committed and inspirational in their leadership style. With a flair for interaction, you will encourage others' ideas, initiative and creativity while developing a sustainable, high-performance culture built on continuous improvement. Our university continues to change and evolve, driven by our exceptional and committed community of staff and students. To realise our full potential, our new Executive Director of Finance will collaborate closely with these groups, forging strong and purposeful relationships aimed at driving excellence. We have a diverse and therefore high performing senior team and are especially keen to hear from candidates who can contribute to this diversity.

We look forward to hearing from you.

Professor Jean-Noel Ezingard



About Roehampton

Our Heritage

Roehampton has a history in education through our four Colleges dating back over 175 years. Our Colleges were founded in the 19th Century and were pioneers in teacher training. Through our oldest College, Whitelands, we have provided higher education to women for longer than any other university in the country.

Our four Colleges are:

Southlands College was founded in 1872 by the Methodist Church. This College is the home of the Faculty of Business and Law and the two Schools within it, namely Roehampton Business School and Roehampton Law School.

Whitelands College, established in 1841 by the Church of England, is the home of the School of Life and Health Sciences and the School of Psychology.

Digby Stuart College, founded by the Society of the Sacred Heart, a Roman Catholic religious congregation, in 1874, is the home of the School of Humanities and Social Sciences.

Froebel College was established in 1892. The College takes its name from Friedrich Froebel, the German educational pioneer and is the home of the School of Education.

The values of social progress inspire the educational missions of all our four colleges. These values, in turn, inform the academic life of Roehampton, including our teaching, research and engagement with communities and organisations locally, nationally and internationally.



Today, our Colleges help us provide the friendly, welcoming community that makes Roehampton so distinctive, supporting student wellbeing, social life and the wider student experience. They also help engage our thriving global community of graduates to engage in socially responsible behaviours and reflective practice.



Our Purpose

- Change lives by helping our students to develop the confidence, knowledge and adaptability they need for a successful graduate career and fulfilling life.
- Understand and help to improve our world through a spirit of curiosity and discovery.
- Support, encourage and challenge each other in a friendly and inclusive community that values people as individuals.

Our Commitment

- Community of learning based on partnership that encourages and supports all of our students and staff to achieve their aspirations.
- An excellent education that enables our students to prepare themselves for a successful and fulfilling career in a rapidly changing world.
- A curriculum that meets the needs and expectations of both students and employers, and that reflects the diversity of modern society.
- An excellent research environment that makes a positive contribution to our understanding of the world and helps to improve lives.
- A community that is characterised by friendliness, openness, inclusion and freedom of thought and expression.
- A wide range of opportunities for our students to develop interests beyond their course of study, encouraging them to grow as individuals.
- A network for communities and partners who share our values to work together for a common purpose towards social responsibility and public good.



Our Campus

Our beautiful parkland campus is in southwest London, close to Putney, Hammersmith and Wimbledon, and within easy reach of central London. Besides stunning gardens and heritage buildings, including a conference centre, it has state-of-the-art specialist teaching facilities, a world-class library and a media centre with cinema.

Studying and working with us gives our students and staff the best of both worlds: the friendly community feel of a traditional university campus, and the energy, culture and connections of one of the greatest cities in the world.

The role

Executive Director of Finance

We are seeking an exceptional leader and communicator to join the University of Roehampton as its next Executive Director of Finance. This is an exciting opportunity to lead on a portfolio that comprises finance, procurement, insurance, taxation and student finances and support the University in its next phase of growth and transformation. The Executive Director of Finance is a key role in the University Executive team and will ensure that all our decisions are informed by sound financial analysis. They will ensure that the Finance team is well led, curious, technically accurate and supportive of our efforts to enhance the sustainability of the University. They will be instrumental in shaping the University's long-term financial strategy.

Context

The Executive Director of Finance is responsible for supporting the Executive Team in managing the financial resources of the University and for providing assurance to the University Council and its subcommittees on all financial matters. Reporting into the Vice-Chancellor, they will maintain important working relationships with the University Council, its subcommittees, and all University Executive Board members. They will have strategic and operational responsibility for all aspects of the finance function in the University and will be a member of the Professional Services Leadership team, led by the Chief Operating Officer whose purpose is to align all professional services across the University and ensure continuous improvements.

As a member of the University's Executive Board, they will make a major contribution to the successful operation of the University.





Provide clear leadership and support to all teams reporting to the Executive Director of Finance ensuring they are well-managed and have strategies that support the University's priorities and deliver excellent services.

Principal accountabilities

1. Provide strategic advice and strong financial leadership and direction to the Vice-Chancellor and the University Executive Board, the University Council and its subcommittees.
2. Provide operational financial leadership to a professional finance team.
3. Develop and revise the strategic financial plan and budgetary strategy of the University, as approved by Council, in support of the University's strategy.
4. Be responsible for the management of the University's financial resources, in line with the requirements of the University's strategy.
5. Maintain a system of sound financial control, including a specific focus on consolidating process improvements in cash and debtor management.
6. Provide clear leadership and support to all teams reporting to the Executive Director of Finance ensuring they are well-managed and have strategies that support the University's priorities and deliver excellent services.
7. Lead on the financial planning cycle, including annual and longer-term budgeting and forecasting and work with budget holders to ensure that resources are well managed and aligned with priorities.
8. Ensure effective and relevant plans are in place in relation to business continuity and risk management.
9. Ensure the achievement of financial targets as agreed by the University's Council
10. Ensure full compliance with statutory, regulatory and legal requirements in respect of the portfolio, including financial returns to external agencies.
11. Be the primary financial contact with the Office for Students.
12. Provide financial partnering to the University Executive Board and other senior University leaders on a wide range of financial (strategic and operational) matters including budget negotiations, efficiency initiatives, financial control and reporting, service delivery.
13. Liaise with members of the senior team to ensure shared understanding and common purpose in the financial performance of the University.
14. Act as the key point of contact for the University's lenders, with responsibility for reporting to the University's bankers on compliance and dealing with other relevant treasury and financing matters.
15. Lead on the management of the external audit process and relevant internal audit processes to ensure compliance, effectiveness and efficiency.
16. Ensure a high quality of service provision in order to meet the demands of students and University staff.
17. Communicate effectively across the University and be visible as a member of the senior team.
18. Represent the University externally, building effective and productive relationships to promote the University's interests with key stakeholders.
19. Chair and be a member of committees and working groups relevant to the portfolio, including Committees of Council, preparing and presenting papers as required.
20. Undertake any other work is required by the Vice-Chancellor, commensurate with the level and responsibility of the post.



Person Specification

Qualifications

- Degree or equivalent.
- Professional accounting qualification and membership of appropriate accounting bodies

Knowledge

- Knowledge of regulatory framework within Higher Education (desirable).
- Knowledge of the Student Loans Company and its relationship with Higher Education institutions (desirable).

Experience

- Strong track record of leadership and financial management and of building successful teams with appropriate levels of delegation
- Successful management of a range of finance functions gained in an organization of requisite scale and complexity.
- Successful track record of engaging with others in initiating, managing and driving change.
- Successful senior level experience of strategic planning.
- Prior experience in Higher Education (desirable).
- Track record in negotiating and securing additional sources of income and finance (desirable).
- Experience of the management of capital projects (desirable).

Skills/ abilities/ competencies

- Ability to see the bigger picture and to understand and contribute to executive decision-making on matters beyond finance.
- Ability to delegate and empower line managers to deliver their own team objectives successfully.

- Financial acumen and an ability to exercise strategic oversight of the budget setting, monitoring and review of large and complex budgets.
- Ability to provide concise, comprehensive and analytic reports to Council and the University Executive Board on all aspects of resource planning and management.
- Excellent interpersonal skills with an ability to engage with people across the University.
- Effective leadership skills and an ability to motivate and inspire others.
- Commercial awareness and an ability to negotiate successful outcomes for the University.
- Experience of Agresso and other financial management systems (desirable).
- Systems and process development skills.

Personal attributes

- Ability to work collaboratively and strategically as a member of an executive team.
- Open and transparent style and ability to build relationships with colleagues, managers, and staff in own team and with other members of the University.
- Ability to communicate the vision, values and beliefs embraced by the University in a persuasive and motivating way.
- Sensitive to the differing management needs of each reporting department.
- Ability to work collaboratively with people at all levels.
- Enthusiasm, energy, drive and determination.
- An entrepreneurial flair.

Other

- Commitment to advancing equality, diversity and inclusion at the University.
- Flexibility for evening and weekend events and activity as required.



Terms of appointment

Location

Beautiful 54-acre parkland campus, with historic buildings alongside modern, cutting edge facilities, including one of the best university libraries in London. Our campus helps us provide a close-knit community for our students and an inspiring environment in which to study.

We are located in the heart of south-west London, close to Putney and Hammersmith and within easy reach of central London. Studying with us will give you the best of both worlds: the community feel of a traditional university campus, with the culture and nightlife of one of the greatest cities in the world.

Salary

Competitive salary dependent on relevant skills and experience.

Pension

The University supports membership of Royal London Pension Scheme.

Private Healthcare Insurance

Membership of a BUPA private healthcare insurance is available.

Annual Leave

31.5 days per annum. In addition, normally 3 to 4 days around the Christmas and New Year period.

Family Friendly

Excellent provisions in relation to family friendly leave and pay. Employee Assistance Programme 24/7 Confidential Support Staff and family members in their household have access to a free, external confidential support service for work, financial, legal, family and personal problems 24 hours a day, 365 days a year.

Community

All staff are welcome to attend exhibitions, lectures and events held by academic schools and Faculty.



How to apply

For further information about this exceptional opportunity with one of the country's most progressive universities set in a highly attractive campus close to the heart of London please visit <https://www.dixonwalter.co.uk/opportunities/roehampton-director-finance/> or contact Alan Walter on alan@dixonwalter.co.uk and **07876 766 972**.

Closing date for applications is Midnight on Friday 11th October 2024
Preliminary interviews will be held with Dixon Walter from 14th October 2024.

Final interviews will be held the week commencing 18th November.



roehampton.ac.uk