

Deputy Director of Finance

(Financial Planning and Analysis),
Finance Division

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Job Briefing Pack December 2019

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Introduction

Lancaster's strengths in research and teaching combine with our vibrant, diverse community, beautiful campus and international collaborations to position us as a truly distinctive collegiate University.

Our students continue to be at the heart of everything we do offering close-knit support and a proud identity. Some of our greatest strengths include overall student satisfaction and employability reflected in the responses to the National Student Satisfaction survey 2018, which again has placed us in the top 10 for overall satisfaction. The University is also ranked either sixth or seventh in leading national league tables, and first in the North West, across all UK league tables, for 2019.

Our graduates are the entrepreneurs, innovators, teachers and scientists of tomorrow, helping us build our reputation as a world-leading institution and working to change our global society and environment for the better.


The nine colleges play an important part in providing support, social life and a sense of community and belonging, along with well-natured intercollegiate rivalry and competition. They have helped to forge a strong sense of identity and loyalty, and continue to be a distinctive feature of student life at Lancaster, for students from more than 140 countries.

The University has invested heavily in the campus to create new academic facilities and improved teaching spaces. It is one of our greatest assets and manages to provide the best of both worlds for 14,750 students and 3,000 staff, having a busy urban vibe, while surrounded by great parkland and sports facilities.

The last five years have seen the creation of our UA92 partnership, further investment in sports facilities, including an extended £6m fitness facility, Lancaster's Health Innovation Campus, and the Library.

The area is a great location to live and work, has outstanding schools and is likely to be further enhanced by the Eden North project in Morecambe.

The University operates a range of policies and practices that support staff to meet with work commitments alongside family and home responsibilities. These include flexible working arrangements, generous paid parental leave as well as a Pre-School Centre and numerous other inclusive practices and facilities.



To find out more about the University visit
www.lancaster.ac.uk/about-us/theuniversity

Our University

Lancaster University is an international leader with an emphasis on excellence in research, teaching and engagement. This reputation is reflected in our ranking in the UK top 10 in three major UK rankings (8th in The Times & Sunday Times Good University Guide 2020, 7th in The Guardian University Guide 2020 and 7th in The Complete University Guide 2020).

The University was named International University of the Year in the Times and Sunday Times Good University Guide 2020 and 'University of the Year' 2018 by the Times and The Sunday Times and 139th in the Times Higher Education World University Ranking 2020.

In the National Student Housing Awards 2019 Lancaster's accommodation was awarded Best University Halls. This is the eighth time we have won this award since 2010. At the same awards, we also retained the International Accommodation Quality Mark, for providers that achieve higher than 90% satisfaction from their overseas students.

Lancaster University has been awarded the highest possible ranking in the UK government's Teaching Excellence Framework (TEF) rating, which aims to recognise and reward excellence in teaching and learning in UK institutions.

The TEF Gold rating is based on high-quality teaching, excellent teaching facilities, and the career opportunities provided to graduates. The University's research has also been rated as world-leading in the latest Research Excellence Framework (REF), which assesses the quality and impact of research submitted by UK universities across all subjects. In the last research assessment exercise, 83% of our research was rated 'internationally excellent' or 'world-leading'. Our research is truly international in focus with research partnerships in over 60 countries around the world. Lancaster University is also proud to be a member of the N8 Group, a research partnership of the eight most research-intensive universities in the North of England.



Strategic Vision 2020

Our vision is to be a university that is globally significant – a leader in higher education that provides the highest quality research and teaching, and engages locally and internationally on the issues and debates of the day and future.

Driven by research, and stimulating learning, the globally significant university informs and changes practice and thinking worldwide.

Specifically, Lancaster's priorities are:

Research that changes practice and thinking

To undertake research of the very highest quality by international standards, as recognised by our peers and by users and adopters.

Teaching that transforms people's lives and society

Continue to improve the quality and reach of our teaching in order to prepare our graduates to lead responsible, intellectually curious, productive and fulfilling lives within a complex and inclusive global society. In order to achieve this we will focus on the four core themes of employability, internationalisation, sustainability and inclusivity.

To engage actively with students, businesses and our communities

Use our collective intellectual and wider capabilities for economic and societal benefit. In doing so, we engage with businesses, including small and medium enterprises, as well as policymakers and other agents of social and economic change and development, including charities, NGOs and other international organisations.

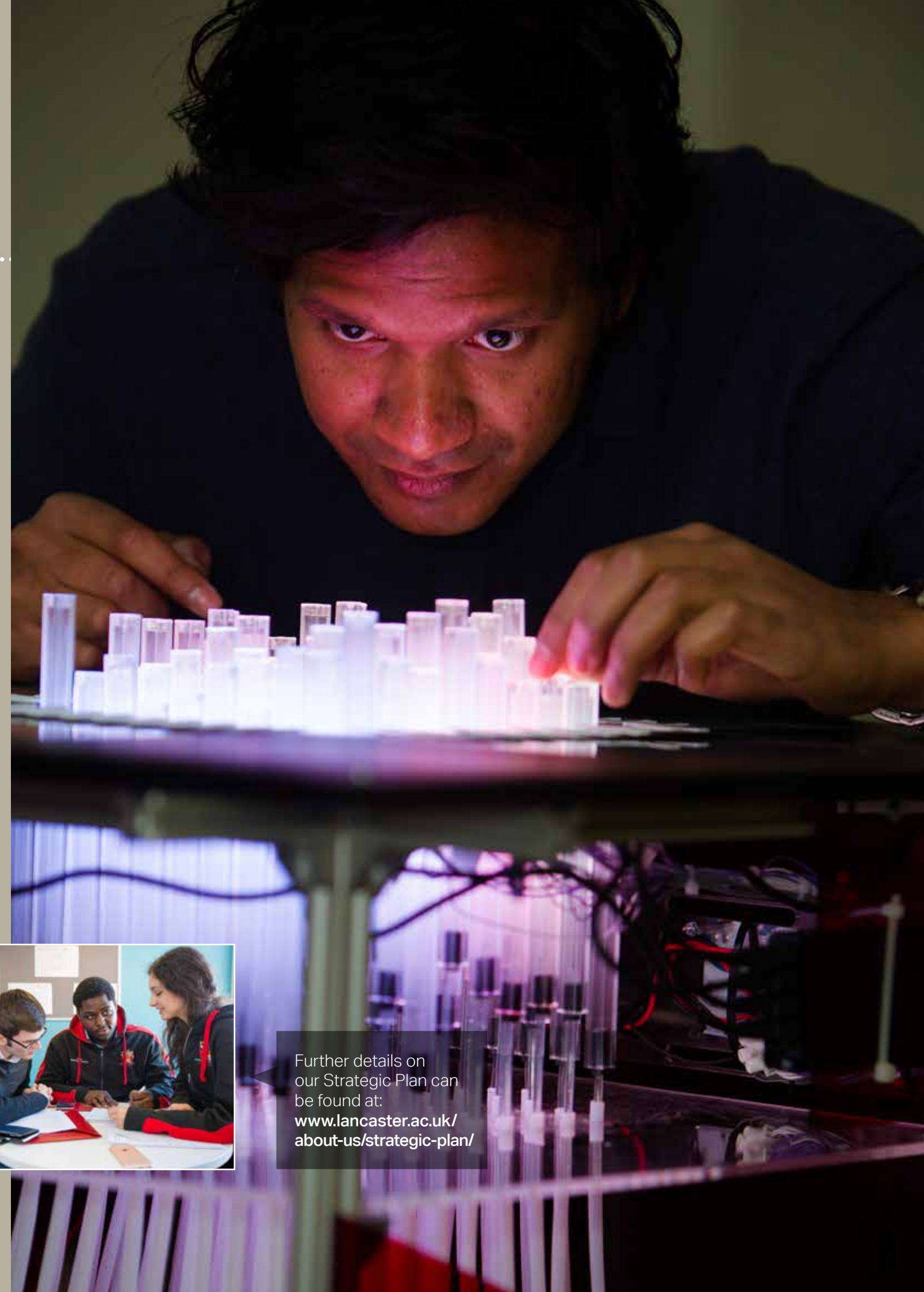
We will strengthen these ties, building innovative and interdependent relationships that inform and stimulate our research and teaching.

Our strategy is only as good as our ability and capacity to deliver it. We will continue to deliver this strategy through the following dimensions:

- The best staff
- An international university
- Ensuring sustainability
- A great place to work and study
- A digitally innovative university



Further details on our Strategic Plan can be found at:
www.lancaster.ac.uk/about-us/strategic-plan/





Our People Strategy 2020 clearly articulates that the core strength of our university is our people. Further details on our People Strategy can be found at www.lancaster.ac.uk/hr/people-strategy

Our People

Lancaster's success depends on the talented, creative and committed people in academic and professional services who work hard to make this University so special and distinctive.

Our vision for the future is to be a sustainable and academically excellent institution recognised as one of the leading universities in the world.

You will be joining a university which is amongst the best on any objective measure, but also modern, forward thinking, quick and nimble in adopting the latest developments in teaching and research. Lancaster University is committed to attracting, developing and retaining the best staff, to attracting and celebrating diversity, and recognising how all staff contribute to and enhance the overall success of the University.



Living in Lancaster

For further information about working and living in Lancaster please visit: www.lancaster.ac.uk/working-at-lancaster

Lancaster is an historic city offering excellent restaurants, shopping, arts and culture amid stunning Georgian architecture and panoramic coastal views across Morecambe Bay, with the breathtaking scenery of the Lake District only half an hour away.

Lancaster itself is situated in the picturesque rural landscape of North West England. A magnificent twelfth century castle overlooks the city, and in the lush green space and woodland of Williamson Park the iconic Ashton Memorial gives superb views of the Lakeland fells across the sweeping Morecambe Bay coastline.

Lancaster's river, the Lune, runs along the edge of the neighbouring Forest of Bowland, an Area of Outstanding Natural Beauty, and meanders past many villages before flowing through the city and finding its way to the sea.

One of the top ten most vibrant cities in the UK (the Experian Vibrancy Report), Lancaster is brimming with arts and culture. The city's arts venues often play host to major theatre and comedy tours, as well as independent productions, and film fans have the choice of an independent cinema, a multiplex, and even a cinema on the University campus.

With a number of galleries and museums located in the city, there's plenty for lovers of the arts to get their teeth into. There is an abundance of both traditional pubs and wine bars within Lancaster, situated along the banks of the canal, through the streets and even underneath the city in the castle's former wine cellars. Live music venues all over the city are home to guitar, electronic, folk, classical and jazz gigs. The University's 'travel to' area stretches past Lancaster and Morecambe from the Lake District to Preston and east along the Lune Valley, offering a range of housing from city centre to rural environments.

Housing is varied from old townhouses to barn conversions and new build, and is competitively priced. The University also has access to a range of exclusive rental properties via its relationship with the Duchy of Lancaster. Further information on the city of Lancaster can be found at

www.visitlancashire.com/explore/lancaster

For candidates who are relocating to Lancaster further information on the local areas can be found at www.lancaster.ac.uk/new-staff/relocation



Finance Division

Lancaster University is a global university, ranked consistently in the top 10 within the UK, and we are renowned for delivering excellent research and teaching, which is collaborative, interdisciplinary and innovative.

The Finance Division is highly regarded nationally and the Director of Finance is currently Chair of the British Universities Finance Directors Group. Under her leadership, the Division has won the 'Outstanding Finance Team' in the Times Higher Education Awards (THELMAs) and also been shortlisted for 'Outstanding Procurement Team'. Senior colleagues within the Division are valued for their expertise as active members of national Higher Education sector bodies and present regularly on evolving topics and on their innovative work.

Following a recent re-alignment of the Finance Division structure, a rare opportunity has arisen for the role of Deputy Director of Finance (Financial Planning and Analysis). This is a critical role to support the Director of Finance in ensuring a robust and effective function to support the University's financial strategy and specifically its forecasting and planning in an increasingly volatile environment. Working closely with the Director of Finance and Deputy Director of Finance (Financial Operations and Compliance), the role-holder will be a pro-active and highly visible member of the Finance team, bringing their professional expertise in an accessible way to support senior stakeholders across the University with financial planning, strategic project delivery and evaluation. The role-holder will play an active role in external stakeholder and relationship management, representing the Director as required.



The Role

Job Title:

Deputy Director of Finance (Financial Planning & Analysis)

Present Grade:

£71,786 - Senior Staff Framework Scale 3

Department:

Finance Division

Directly responsible to:

Director of Finance

Supervisory responsibility for:

Line management of 5 staff and team of ca. 20

Other contacts and accountabilities

Internal: Key stakeholders include members of the University Planning and Reporting Group (UPRG) (and its sub-group), such as the Vice-Chancellor, Pro-Vice-Chancellors, Chief Administrative Officer and Secretary, Director of Strategic Planning and Governance and Director of Finance. Other senior contacts include Faculty Deans, Deputy Deans, Associate Deans and other academic Directors and Professional Services Divisional Directors. Within the Finance Division, other key contacts include the Deputy Director of Finance (Financial Operations and Compliance), Head of Procurement and the wider Finance Management Team not under direct line management.

External: Internal and external auditors, University banking relationships, Office for Students (regulator), rating agencies, sector bodies and lay members of University Committees.

Major Duties:

Role Responsibilities

To be the lead finance representative on University financial planning, forecasting and analysis of financial performance against key performance indicators, working closely with the Director of Finance.

To work with stakeholders to ensure robust business plan development for proposed new activities or developments, with appropriate milestones for monitoring and review. For University level initiatives, particularly those into new areas, the role holder will bring professional finance advice and supportive challenge to ensure that all aspects are considered, including any regulatory or compliance implications, working alongside other senior colleagues.

To lead and develop the team responsible for Faculty and Professional Services budgeting, monitoring and management accounts reporting, ensuring effective use of existing systems, identifying opportunities to improve and streamline activities and working with other senior colleagues to deliver and monitor those prioritised.

To support the Director in oversight and support of Divisional professional development needs, wider training and digital skills development to support career development at all levels.

To proactively represent the Division to budget holders, supporting enhanced financial literacy across the wider University leadership group. Excellent inter-personal skills will be essential.

Financial Planning, Forecasting and Analysis :

The management, preparation and presentation of University level budgets and financial forecasts, scenarios and explanatory narratives as required to meet external obligations to the Office for Students and all other internal requirements. These will include reports prepared for discussion through the formal governance structures of the University (specifically Finance and General Purposes Committee and University Council) and other key projects in support of the University's Strategic Plan (involving banks and rating agencies).

The role will include co-ordination and collation of budget and forecast information from across the University, its appropriate recording in the Financial System (Agresso), regular monitoring against existing plans to capture and assess the impact of all activities and updating of financial forecasts in between formal cycles. This work will support the University Planning and Resources Group with its role in managing the resources allocated across all areas in support of the University's objectives. A good understanding of the University's costing model, the annual TRAC (Transparent Approach to Costing) return and usage of available benchmarking information will need to be developed, working alongside key colleagues in Finance and the Directorate of Strategic Governance & Planning. No prior knowledge of these is required.

The role holder will perform analysis and interpretation of historic financial data, emerging trends and issues to provide strategic financial advice to the Director of Finance, Senior

Management Team and UPRG on matters arising so that appropriate action can be considered and undertaken either through the annual Planning and Budgeting Process or more urgently if needed. The role holder will ensure the provision of appropriate supporting financial information to the annual planning and budgeting process to meet agreed timescales. Prior experience in developing effective visual presentation of financial data would be very useful.

The role will require a wide range of stakeholder engagement across all areas of the University to ensure a detailed knowledge of factors affecting current or future financial performance. Excellent presentation and interpersonal skills together with the ability to forge strong and supportive relationships will be vital to success.

The role holder will be required to develop an excellent understanding of all issues affecting the HE sector, the wider policy environment and potential impacts on a research intensive campus based University.

The role holder will support the specification and development of streamlined systems appropriate for the requirements of budgeting and financial planning in an increasingly complex environment. Opportunity for efficiencies in all aspects of the planning and reporting process should be identified and implemented after appropriate consultation.

Business Plan Development, Investment and Appraisal

Preparation of robust financial models to support a range of investment and project appraisals under consideration by the University. This will require clear thinking and an ability to challenge and analyse assumptions whilst identifying risks and opportunities. Full application of investment appraisal techniques will be required.

The role holder will support a structured programme of assessment of progress against prior investment decisions and original business cases.

Special projects:

Involvement in specialised projects that require financial information or forecast modelling in support of the Director or other senior stakeholders as required. This may include liaison with external advisors on appropriate statutory or regulatory matters.

Team management and development:

The role holder will have oversight of a large group of staff supporting the University's financial management advice and operations to all Faculty and Professional Services areas. The role holder will seek opportunities to streamline existing practices and processes as well as develop systems further in conjunction with the Deputy Director of Finance (Financial Operations and Compliance), the Systems and Data Manager and other direct reports.

The role holder will contribute to the development of the Division and its objectives, ensuring their relevance to the University Strategy. There is a particular emphasis on supporting the Director in matters to do with staff engagement, development and training.

Other duties:

These will be as designated by the Director and Deputy Director of Finance (Financial Operations and Compliance) including taking full delegations, deputising and providing cover for them as required. A good understanding of the breadth of the Division's activities will need to be developed.

The role holder, as a member of the Finance Division Management Team, will contribute to the development of the Division and its objectives, ensuring their relevance to the University Strategy.

The role holder will be required to take a broad approach to the role to consider new initiatives, new methods of working and their implementation in order to achieve the overall objectives of the Finance Division.

Accountability:

To Director of Finance with dotted line to Deputy Director (Financial Operations and Compliance) for specific projects.

Person Specification

Criteria	Essential/ Desirable	How it will be assessed
Fully qualified accountant: recognised professional accountancy qualification (CCAB) or equivalent with a dedication to continuing professional development as required.	Essential	CV/Application form
Significant post-qualification experience and achievement as a leader in a key financial role within a large complex organization.	Essential	Supporting Statement/ interview
Current knowledge of: <ul style="list-style-type: none">• Relevant accounting standards and developments and issues affecting the HE sector• Data protection legislation	Essential	Supporting Statement/ interview
Experience of leading and motivating a professional team, with demonstrable examples of change management and systems improvement opportunities identified, justified and delivered	Essential	Supporting Statement/ interview
Ability to represent the Finance directorate to internal and external stakeholders including governing body (board) level and other committees.	Essential	Supporting Statement/ interview
Significant experience of the development, implementation and evaluation of business and strategic plans.	Essential	Supporting Statement/ interview
Excellent verbal communication skills in dealings with all stakeholders including senior management, external bodies, members of the wider (non-financial) academic community and external stakeholders (e.g. banks, rating agencies).	Essential	Supporting Statement/ interview
A demonstrable ability to analyse and explain complex information, through effective design and collation of relevant, well presented financial analysis and reports (text and numeric).	Essential	Supporting Statement/ interview
A demonstrable ability to influence and effect change through collaboration, negotiation and problem-solving.	Essential	Supporting Statement/ interview
Experience of using and developing enterprise level financial systems.	Desirable	Supporting Statement/ interview
Evidence of commitment to a culture of continuous improvement for self and team	Desirable	Interview

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.



Employee Benefits and Reward Package



Remuneration

The role attracts a highly competitive starting salary. Further salary progression will also be achievable, based upon performance in the role.

Pension

For this role the University offers the opportunity to join the Universities Superannuation Scheme (USS).

Relocation

For those relocating nationally or internationally a generous relocation package is available.



Flexible Benefits

All staff are eligible to participate in the University's sector-leading flexible benefits scheme. The scheme provides staff with the opportunity to purchase benefits at discounted rates and also to take advantage of tax and national insurance savings on some of the benefits chosen.

The current benefits include:

- Pre-School Centre
- Cycle to Work scheme
- Season Ticket Loan
- Low Emission Cars
- Charitable giving
- Shopping discounts
- Dental insurance
- Health cash plan
- Sports Centre membership
- Lancaster and external courses
- Professional Bodies' membership fees
- Car parking
- Subsidised annual bus pass
- Discounted staff dining card
- Local retail discount card
- Theatre membership
- Home technology
- Additional annual leave



Detailed information on benefits are available at www.lancaster.ac.uk/employment-benefits.

Process and Timeframe

Informal enquiries can be made to Sarah Randall-Paley, Director of Finance at s.randall-paley@lancaster.ac.uk

Applications should be made online at <https://hr-jobs.lancs.ac.uk/A2934>

Applications should consist of a CV, supporting statement and covering letter addressing the criteria in the role information.

Closing date for receipt of applications: **26 January 2020**

First stage of interview process: **February (TBC)**

Final interview: **February (TBC)**

An appointment will be made subject to satisfactory references, in line with the usual terms and conditions of employment at the University.



Recruitment Statement

We want to provide you with full information at an early stage to enable you to make an informed decision as to whether you are committed to pursuing this position and to outline the University's expectations of all candidates taking part in our recruitment process.

Once you have reviewed the information below, and in fairness to everyone concerned, we would ask that you give serious consideration to proceeding further with this process if you think you may not accept the position should it be offered to you.

The role will be located in Lancaster and there is a requirement that successful candidates will live within commuting distance of the Lancaster University Bailrigg campus. If this might involve a re-location for you, it is of course important that candidates consider how the move might affect anyone who may accompany you (for example, early consideration may need to be given to local schooling, housing and other employment opportunities where other family members are involved, as early as possible). We will support you as much as possible with this and are happy to discuss any concerns you may have. We would ask you to agree to undertaking a positive, open, and transparent dialogue with us throughout the recruitment process, raising questions and any concerns as early as possible.

Lancaster engages in a variety of domestic and international benchmarking exercises to ensure we are extremely competitive in the levels of reward and recognition we provide, therefore we are confident that any offer made will be strong and competitive. If you are happy to continue in your application for the position in light of the above expectations, we would very much look forward to hearing from you.



Join Us

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www.lancaster.ac.uk

“We make campus an inspiring place to be.”