



RECRUITMENT PACK

DIRECTOR OF FINANCE AND PLANNING



WELCOME TO THE UNIVERSITY OF SUFFOLK



Dear Applicant

Thank you for your interest in becoming our new Director of Finance and Planning at the University of Suffolk.

The University of Suffolk is unique and proud to be different; our identity and proposition are founded on a bold vision for change, to create a new kind of higher education establishment, custom built for the modern world. Our purpose is simple, to change lives of individuals and communities, for the better.

We are all about transformation – transforming individuals, our community, our region and beyond. We have absorbed the best traditions in higher education and aligned them with the modern world of employment and entrepreneurship. We are a distinctive, thriving academic community making a clear and immediate impact.

We embrace change and prepare and invest in our students for whatever the future may bring, giving them the help and support to succeed in a world where the only constant is change. We are committed to working with all our students to support their success throughout their studies with us, and their progression into graduate employment or further study.

Looking forwards, and building on our growing reputation, we have a clear vision. By 2030 we will be recognised as an empowering force for individual and community growth and development. At the heart of the mission is a responsibility to be a model for a new type of civic university, to be one of the key business support agencies in the region, to regenerate the local economy and be the provider of choice. The role of Director of Finance and Planning will play a critical role in helping us achieve that long-term vision.

With established foundations upon which to build, and a bright future ahead, we're seeking a talented senior finance professional to ensure that all our aspirations and priorities are underpinned with financial and commercial rigour. The platform is ready for you to utilise the full range of your professional and managerial capabilities, to further develop the University's growing profile by ensuring we are positioned for financially sustainable growth and development, not just now but longer term.

We want to attract people to a university with a difference, where ambition and innovation are key measurements of success. If you want to be part of our exciting journey and believe you have the qualities and outlook we need, we very much look forward to hearing from you.

Tim Greenacre, Chief Operating Officer and Secretary to the Board
Professor Helen Langton, Vice-Chancellor



UNIVERSITY OF SUFFOLK: A UNIVERSITY FOR A CHANGING WORLD

The University of Suffolk was originally established as University Campus Suffolk (UCS) in 2007 and transformed the provision of higher education in Suffolk and beyond. In August 2016, the first independent University of Suffolk was officially launched. We are one of the newest UK universities; that means we don't just rely on our heritage, but we focus on making history.

The University's mission is to 'transform lives and our region, through education, training, research, business and community engagement'. You can read more about our strategy and vision in our '[Transforming Lives and Our Region - Strategy and Vision 2020 - 2030](#)'

Our core values define us and provide a framework for the way that we will work to deliver our vision. We are:

- **Transformative.** We believe in the power of education to deliver positive changes for the individuals and communities we work with.
- **Inclusive.** We are a community built on respect, fairness, and compassion, we debate our differences sensitively and celebrate the strength and creativity that a diverse community gives us.
- **Creative.** We dare to challenge established beliefs, generate new ideas and strive to change the communities we serve. We are innovative in finding new ways and solutions to advance the boundaries of knowledge and address real-life issues.
- **Empowering.** We inspire our students and staff to be the best they can be and support them to realise their potential and goals.
- **Collaborative.** We thrive through inclusive, trusting, and supportive relationships building a sense of community and mutual responsibility, helping us to achieve our shared goals.
- **Professional.** We strive to deliver the highest standards of service and scholarship, both internally and between academics and professional services colleagues, and externally between all University staff and members of our wider community.

More information about our [values and behaviours](#) can be found [here](#)

We are committed to putting students at the centre of our thinking and the strong partnership between students and staff at the University is central to our ambitions. We were created to provide higher education to the people of Suffolk, and while the reach of the University has grown, we remain committed to working with our local communities. Our aim is to increase participation in higher education, by raising the aspirations and expectations of all potential students, ensuring both young and mature students alike are aware of their local opportunities for studying.

We deliver transformative education.

We provide opportunity for all, and we are proud to educate more than double the national average of students from deprived backgrounds. We provide excellent graduate employment outcomes and placed 26th in the UK for Graduate Prospects-on track, and we continue to invest in our students and placed 23rd in the UK for Academic Services spend (Complete University Guide 2023). We provide subject area excellence and in the Guardian University Guide 2023, we placed 6th in the UK for History and 7th in the UK for Sociology and Social Policy.

We are proudly modern and innovative.

Our compact Waterfront Campus is home to state-of-the-art facilities and placed in the top 10 for 'Best Facilities' in the UK WhatUni Student Choice Awards 2022. In the same year we placed in the Top 10 in the UK for 'Best Lecturers and Teaching Quality'. We recently completed a £13m state-of-the-art Health and Wellbeing Building dedicated to the promotion of integrated care and among our student body, practice partners and the wider community. Through a unique partnership with a world-leading telecommunications company in BT, we offer the DigiTech Centre - a £9.6 million research and engineering facility at BT's Adastral Park.

We are international-class and committed to our region.

We offer world-class research and achieved an 'outstanding' award in the REF 2021 for producing world-leading and internationally excellent research. We provide global consultancy and knowledge transfer services to businesses throughout our region and across the world, including places such as Peru, Hong Kong, Singapore and Malaysia. The implementation of our international strategy has seen the number of international students on our Ipswich campus increase to over 60 in 2022, with plans for this number to double in 2023. We make a significant contribution to the local economy, in 2018 an economic impact analysis estimated the University of Suffolk generated over £100 million Gross Value Added (GVA) and supported 2,270 across the region and wider UK.

You can find out more about the University of Suffolk by visiting <https://www.uos.ac.uk/>

ROLE DESCRIPTION

This role will lead the development of the University's financial strategy, supporting the Chief Operating Officer and other senior officers in the achievement of the institution's objectives. You will be accountable for the University's full financial planning and management operations, developing and maintaining effective systems and ensuring robust policies are in place for high quality financial management.

Essential to this will be the ongoing effective use of the University's resources; Financial resources must be properly accounted for and handled with propriety, to ensure that the University achieves its financial and organisational objectives. You will be expected to participate fully in the corporate management and governance of the University with responsibility for the delivery of an orderly process of academic and resource planning.

To help you achieve this, you will lead and motivate a high-performing team and be responsible for embedding a culture of professional leadership, high quality financial and planning strategies, and services.

Role title:	Director of Finance and Planning
Accountable to:	Chief Operating Officer (with possible review to report to the Vice Chancellor)
Responsible for:	Three direct reports (Head of Financial Operations, Head of Financial Management, Head of Planning and Management Information)

MAIN RESPONSIBILITIES OF THE ROLE

- Develop the financial strategy to support University of Suffolk's objectives and priorities.
- Lead and monitor the University of Suffolk financial operations and budget setting processes.
- Support the senior leadership team in the production of the University of Suffolk's strategic plan.
- Contribute to the development of University of Suffolk's risk management strategy.
- Oversee the development and co-ordination of the University's annual and mid-term business planning arrangements, to support decision making and performance monitoring, including performance indicators, targets and benchmarks.
- Ensure that University of Suffolk's business performance and management systems, including its risk management arrangements, are fit for purpose and that accurate and timely reports are available to the senior leadership team and the University of Suffolk Board.
- Provide clear leadership and direction to staff in the finance and planning functions to ensure that effective recruitment, induction, support, appraisal and development is in place to enable staff to fulfil their potential and deliver best practice in their relevant areas.
- Provide financial input to the assessment of business cases and ensure that proposals are fully evaluated, taking into account future commitments.
- Provide sound financial advice and management information to the Board and other relevant stakeholders.
- Ensure that the highest standards of probity in financial management are observed, including the encouragement of best practice.
- Monitor internal and external sector developments and identify the financial impact on University of Suffolk.
- Produce such financial statements as are required by legislation and by external bodies such the Office For Students.
- Ensure that appropriate bodies are kept informed of University of Suffolk financial position and outlook.
- Ensure that treasury management functions are conducted in accordance with the Treasury Management Policy approved by the University of Suffolk Board.
- Ensure an appropriate procurement strategy is produced, monitored and updated regularly.
- Act as a focal point for contact between the University and its external and internal auditors.
- Ensure the Directorate adopts a safety conscious culture and hold responsibility for the implementation of relevant health and safety policies.
- Fully embrace and implement the University of Suffolk equal opportunities policy and practices, ensuring there is a culture of inclusion for students and staff.

PERSON SPECIFICATION

In your application, please refer to Part One of the person specification set out below. Part Two will be explored at interview for selected candidates.

PART ONE

QUALIFICATIONS, KNOWLEDGE, AND EXPERIENCE

- The postholder must be able to evidence an appropriate professional accountancy qualification underpinned by substantial (minimum seven years) post qualification experience.
- Strong experience of senior level financial management gained within the public and / or private sector, and of advising senior, influential stakeholders such as boards.
- Experience of strategic financial planning and of working to support innovation and service improvement in a growth context.
- An appreciation of best practice financial planning and management in the context of a university.
- Direct experience of the Higher Education environment would be an asset (although not strictly essential).
- Experience of managing organisational change and of providing sound strategic financial support and advice to organisations that employ large numbers of people.
- Experience of establishing and managing financial systems, including the application of information technology to finance functions.
- Experience of leading and managing teams.

PART TWO

SKILLS AND BEHAVIOURS

- Ability to think strategically and to apply professional skills and experience to the University's broader strategies and changing external environment.
- Highly effective skills in advising, briefing and supporting senior decision-makers, including non-finance experts.
- Ability to work as an effective member of the senior leadership team to shape support and drive forward strategy and other activities for the benefit of the University as a whole.
- Proven ability to establish and build high value collaborative working relationships with key internal and external parties.
- Strong written, oral communication and advocacy skills.
- Highly motivated, independent thinker with sound judgement.
- A collaborative and facilitative leader, comfortable working across disciplines, departments and organisations.
- A positive and collegial leadership style with the ability to inspire, coach and motivate others to deliver excellent and efficient services.
- A commitment to valuing, promoting and embedding equal opportunities.
- Strong commitment to the success of the Directorate and a desire to contribute to the overall development of the University.

TERMS OF APPOINTMENT

SALARY

Competitive

REWARDS AND BENEFITS

For details of our full employee offer see [Staff Reward, Benefits and Wellbeing](#)

PLACE OF WORK

The role will be based at the Waterfront Building, 19 Neptune Quay, Ipswich IP4 1QJ.

WORKING ARRANGEMENTS

We are committed to flexible working and have agreed a policy of hybrid working for team members following the pandemic. As a place-based organisation, it is important that we maintain a visible presence in the local area. For senior staff, there is an expectation that they will be visible and accessible to other staff and community members; however, we do recognise the importance of wellbeing and work life balance so are keen to always be as flexible as we can.

HOW TO APPLY

To make an application, please go to <https://starfishsearch.com/jobs/uos-dir-fin-plan/> and click on the apply now button, with the following prepared:

- your CV or equivalent biographical information
- a covering letter that sets out your motivation for applying for this appointment, and why you think your qualifications, knowledge and experience make you suitable

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date is **Monday 3rd April 2023**.

Informal discussions with Starfish Search for selected applicants will take place in **week commencing 24th April or 1st May 2023**.

Agreement of the final shortlist will be by **Monday 15th May 2023**.

Formal interviews for shortlisted candidates may be combined with sessions with client or stakeholder groups; this will be confirmed later in the process and events are expected to take place **week commencing 22nd May or 29th May 2023**.