


Job Description and Person Specification

Director of Finance, Infrastructure & Corporate Services

Reporting

Reports to:	Principal and Vice-Chancellor
Direct reports: 	The Finance, Infrastructure and Corporate Services directorate brings together the following functions: finance, IT and corporate information systems, estate development and sustainability, facilities management, and a range of commercial / corporate services such as procurement, insurance and business continuity planning.

Job Description

Main purpose of the role

To lead the Finance, Infrastructure and Corporate Services directorate and act as the University's chief financial officer. As a key member of the Executive Group and the Senior Management Team, share the strategic leadership of the University and play an important role in delivering the University's Strategic Plan.

- Participate pro-actively with senior colleagues in the development and implementation of the University's strategic and operational plans.
- Maintain and develop a high-performing Service that meets all of the University's obligations and requirements, ensuring the highest standards of financial and resource management.
- Lead the Finance, Infrastructure and Corporate Services function as a key partner with all parts of the university to enable the delivery of the university's strategic objectives while ensuring the highest standards.

Strategic Responsibilities

- Share, with colleagues in the Executive Group, responsibility for the strategic and operational leadership of the University.
- Provision of advice and direction on strategic and operational finance matters to the University's Principal and its Executive Group, and to the governing body (Court), in support of strategic change, investment and business improvement, while ensuring best practice in public stewardship of resources.
- Establishing and developing policy and strategy in support of the Finance, Infrastructure and Corporate Services directorate.
- Contribution to annual operational planning (including finance and infrastructure planning) and resource allocation.
- Provision of financial leadership in all aspects of the University's operations.
- The establishment and maintenance of effective relationships with key partners and networks both internally within the University and externally.

Operational Responsibilities

- Leadership, management and development of all the Services and functions delivered by FICS to the University and exercise of overall responsibility for their optimum performance.
- Management of processes and controls to ensure compliance with all financial, legislative and audit requirements and with professional standards, including developing and maintaining the University's Financial Regulations and ensuring appropriate training and compliance.
- Provision of appropriate, accurate and timely information to senior management, Court and Court Committees pertaining to areas of responsibility.
- Liaison with the University's internal and external auditors, managing the contracts, relationship and programme of internal audits.
- Membership of the Finance and Corporate Performance Committee, a committee of our governing body.

Person Specification		
Attributes	Essential Selection Criteria	Desirable Selection Criteria
Education/Qualifications	<ul style="list-style-type: none"> • Qualified accountant with a recognised CCAB qualification or equivalent) 	
Knowledge and Experience	<ul style="list-style-type: none"> • Evidence of senior, strategic leadership in a dynamic and complex organisation of a comparable type and scale; • Considerable post-qualification experience of strategic financial management; • Experience of motivating, inspiring and developing large teams across different professional specialisms and creating a collaborative environment of continuous improvement; • Experience of leading organisational change, such as business process review; • Evidence of exceptional engagement, interpersonal and relationship management skills to motivate and influence at all levels of the organisation and work collaboratively with stakeholders. 	<ul style="list-style-type: none"> • Experience of managing a range of corporate services outwith finance. • An understanding of higher education; • An understanding of research funding in a University context; • Experience of working directly with Boards and Committees. • Experience of liaison with internal and external auditors • An understanding of public sector procurement • Experience of capital planning

Skills and Personal Attributes	<ul style="list-style-type: none">• Strategic awareness and capacity for adaptable strategic thinking and taking a long-term view;• Capacity to adapt and improve business processes to meet changing organisational requirements;• The interpersonal and communication skills to work collaboratively, foster co-operation with and influence internal and external colleagues at all levels;• Customer focussed - able to identify, understand and give priority to meeting the needs of internal and external customers;• Ability to act as a role model of excellent leadership and management for the University;• Capacity to work collegially across multi-disciplinary functions, supporting business transition and transformational change.	
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Core Competencies

In order to achieve Abertay University's goals and objectives you will need to demonstrate the following six competencies:

Communication

Oral Communication

Routinely will be required to communicate more complex, specialist or conceptual information clearly and persuasively, presenting compelling arguments to influence and/or negotiate satisfactory outcomes. Delivery methods are chosen to suit the audience needs and understanding and meaning is not compromised.

Written and electronic communication

Routinely explains complicated matters simply, tailors delivery methods/media to suit the audience's needs and ensure understanding. Uses appropriate styles and arguments to influence and negotiate satisfactory outcomes. Presents complex information in formats appropriate to audiences without compromising meaning.

Teamwork and Motivation

Manages the relationship between teams at a strategic level, is aware of and deals with conflicting priorities and ensures effective interaction to achieve strategic aims.

Encourages contribution and involvement from staff at all levels across the organisation.

Recognises and rewards individual and collaborative achievements.

Service Delivery

Actively promotes and defines performance standards for the service area that support the achievement of organisational objectives. Undertakes regular monitoring and review to ensure that standards are being met. Is aware of and deals with internal and external factors that may impact on service levels. Ensures adequate resources are in place to support team managers in providing a quality service.

Planning and Organising Resources

Manages the staffing and/or financial resources across a department/service area/large project dealing effectively with conflicting priorities between teams. Sets performance standards and formulates action/business plans, monitoring and reviewing progress regularly. Undertakes medium- and long-term resource planning and /or budget forecasting (more than 1 year) for a delegated budget and in line with department objectives

Develops and implements long term strategic plans typically 3-5 years that are aligned to organisational strategy or contributing to regional level planning outside of the organisation. Anticipates changes in demand or factors that may impact on success, developing contingency plans as required.

Initiative and Problem-Solving

Resolves complex problems that occur infrequently where guidance, if available, is not specific.

The implications of setting precedent as well as the impact across the organisation are considered prior to taking action.

Decision-Making Processes and Outcome

Independently makes far reaching, long lasting and complex decisions at an operational or strategic level which affect large part(s) of the organisation e.g. Faculty, Service area, Department.

Makes strategic decisions as part of an organisation's senior management team or high-level committee, which have a significant impact and long-term implications for the organisation as a whole. Ensures that consideration and process are robust and that decisions can be challenged appropriately.

Provides advice and guidance at the highest strategic level on issues that have a significant and long-lasting effect on the whole organisation. Outlines possible impacting factors, assessing their degree of influence on the choice of options.