

JOB DESCRIPTION

Job Title	Senior Finance Manager
Salary Range	£33,000 - £39,000 (successful candidates will start at the base of the salary)
Hours of Work	Full time - 35 Hours per week
Reporting to	Director of Central Services through to CEO
Responsible for	Senior Finance Supervisor, Finance Supervisor, casual staff and volunteers where appropriate
Purpose of the Post	<p>This post shares responsibility with the Director of Central Services for the strategic and operational success of the Finance function.</p> <p>In addition, the role will include responsibility for one of the key operational development areas for the organisation - e.g. GDPR, H&S, Buildings etc</p> <p>Responsible for: Ensuring the medium term future plans and annual objectives of the Finance function are set and met.</p>

ROLE SPECIFIC DUTIES

- **Senior Operational Leadership of the Finance Function** - Ensure the delivery of agreed outcomes & statutory requirements, manage budgets, department resources & risk, uphold and deliver departmental objectives to fulfil the Finance annual plans and wider strategies, upholding the UPSU vision, values and strategy.
 - Senior Operational management of function to ensure its delivery aligns with relevant plans, aims, and principles, and supports the overall UPSU strategy.
 - Senior Operational management, delivery and development of: annual objectives, managing and delivering function resources, processes, risks and budgets.
 - Working with the Director of Central Services - responsible for the setting and achievement of agreed business plans, engagement outcomes & statutory requirements; setting and achieving budgets and business KPIs.
- **Senior Operational Leadership of Career and Student Staff** - recruit, develop and maintain a skilled, motivated and productive staff team through effective line management of assigned staff, student staff and volunteers. Deputy for the Director of Central Services when required.
- **Delivery of assigned projects (including Financial procedures review workstreams etc)**- Working with SMT and colleagues to set, monitor and deliver the associated action plans for each project. Each Senior Manager is assigned an area of work eg GDPR, Buildings, Risk etc - to ensure the compliance of the Unions statutory requirements, uphold H&S and develop and maintain the Unions Spaces including building management and safety.
- **Delivery of best practice financial procedures** - Lead the development and maintenance of up to date and relevant Financial Procedures. Work with SMT and colleagues to ensure assurance of Union's functional and departmental activities remaining within financial procedures & processes are compliant, managing expectations as required
- **Deliver assigned elements of budgeting process** - lead on supporting budget holders in the day to day control of budgets & provide advice and guidance for budget holders.
- **Senior Operational Leadership of:**
 - Production of financial management information and financial returns. - delivery of assigned report and management account information as directed by Director of Central Services
 - Delivery of required Finance function administration and reporting - Oversee all required sales and purchase processes and procedures to deliver the day to day / month and year end outcomes of the Finance function, deliver and proactively produce the relevant administration and reporting needs for budget holders and suppliers.
 - Payroll - working with Senior Finance Supervisor delivery of monthly payroll information and relevant

- statutory processes
- Union Wide Finance Support - Oversee provision of backup finance resource in functions as required, statutory filing, training and upskilling in finance matters, support with exceptional processes such as project budgets etc as required
- **Partner Work with the Union's Appointed Finance & Payroll Experts** - Ensuring the proactive involvement of and advice taking from external Finance & Payroll experts on both day to day and exceptional matters - implementing advice and reporting exceptions as advised.
- **Develop and Maintain Critical University Partnerships to support the delivery of the Finance Function** - Including developing and maintaining collaborative and influential relationships with relevant University contacts
- **Develop and Maintain implemented processes and systems to support the outcomes of the Finance Function** - ensuring there are appropriate processes in place to record, track, report, review and renew activity and impact/outcomes of the required elements of the role and its outcomes
- **Elected Officer/Student Volunteer Support** - Support the relevant elected officers and relevant student executives and volunteers in their roles as required. Provide Finance process training and support for officers - including budgeting, financial process and expenses etc

GENERAL DUTIES

- The Union operates on a matrix framework, so in addition to responsibilities relating to own job role all employees will be required to work on Union wide projects and may be required to manage people and resources outside their distinct role remit. At all times employees are required to work collaboratively with colleagues and elected student representatives across Union projects and work streams as required.
- All employees are individually and collectively responsible for understanding and complying with all statutory legislation and the Union's policies and procedures.
- All employees are individually and collectively responsible for working to the Union's values.
- To ensure that stakeholders' expectations are exceeded whenever possible employees will be required to support the gaining of and acting on feedback as part of day to day activity.
- The Union considers regular and ongoing personal development/training as essential to role delivery and Union development. It is expected that employees undertake any such development/training offered as is reasonably practicable.

COMPETENCY AND RESPONSIBILITY FRAMEWORK LINK TO PERSON SPEC

OTHER DUTIES

The nature of the post will, at times, require additional commitment over and above normal responsibilities and hours. The requirements will always be commensurate with the role and employees are required to undertake such duties as requested.

I _____ (*print name*), by signing below, agree with the above Job Description

Signed: _____ **Date:** _____