

Senior Finance Manager - PERSON SPECIFICATION

KNOWLEDGE & EXPERIENCE

(all elements may be tested at application or interview)

ROLE SPECIFIC KNOWLEDGE / EXPERIENCE OF: *(or transferable skills sets)*

EXPECTED LEVEL OF COMPETENCY *(see below * for detail)*

Senior Operational Leadership of the Finance Function

Senior Operational Leadership of Career and Student Staff

Delivery of assigned projects (including Financial procedures review workstreams etc)-

Delivery of best practice financial procedures

Deliver assigned elements of budgeting process

Senior Operational Leadership of:

- Production of financial management information and financial returns
- Delivery of required Finance function administration and reporting
- Payroll
- Union Wide Finance Support

Partner Work with the Union's Appointed Finance & Payroll Experts

Develop and Maintain Critical University Partnerships to support the delivery of the Finance Function

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Elected Officer/Student Volunteer Support

Level 4/5

CORE COMPETENCIES

TECHNICAL SKILLS

Knowledge of HE Student Environment

Digital Skills

Strategic Delivery

Administration and Reporting

Processes and systems

Managing Change

Project Management

Managing Complexity

Communication

Level 4

Level 5

Health & Safety Risk Management

Level 4

ACCOUNTABILITY	Finance Management	Level 5
	Managerial Responsibility	
	Rules & regulations	
	Organisational Risk Management (Financial, Legal, Reputational)	
IMPACT	Negotiation	Level 4
	Collaboration/Partner Working	
	Decision Making	
	Influence	
PEOPLE SKILLS	Team Building	Level 4
	Coaching and Mentoring	
	Relationship Building	
	Motivating and Inspiring	
	Promote Positive Performance	Level 5
UPSU CULTURE	Student Focus	NO LEVEL DEFINED AS THESE ARE EXPECTED BEHAVIOURS
	Pioneering	
	Inclusive	
	Resilient	
	Flexible	
	Self-motivating	

* LEVELS OF COMPETENCY *	
Level 1 (foundation)	<ul style="list-style-type: none"> • Applies the competency in simple situations • Initiative & agency in simple situations, under guidance • Responsibility to support • Responsibility for delivery of simple assigned projects, tasks and processes
Level 2 (base)	<ul style="list-style-type: none"> • Applies the competency in fairly difficult situations where appropriate • Initiative and agency in appropriate situations, with guidance • Responsibility to deliver • Responsibility for develop and delivery of fairly complex assigned projects tasks and processes
Level 3 (intermediate)	<ul style="list-style-type: none"> • Applies the competency in difficult situations where appropriate • Initiative and agency in assigned situations, with some guidance • Responsibility is to deliver and develop • Responsibility includes function level delivery and some development and some leadership
Level 4 (experienced)	<ul style="list-style-type: none"> • Applies the competency in difficult and complex situations where appropriate • Initiative and agency in most situations, with collaboration • Responsibility includes function level development, delivery and leadership
Level 5 (advanced)	<ul style="list-style-type: none"> • Applies the competency in considerably difficult and complex situations • Significant Initiative and agency across area of responsibility, little or no guidance • Serves as a key resource & gives advice to others • Responsibility for development and leadership of own functions and cross Union interdependencies
Level 6	<ul style="list-style-type: none"> • Applies the competency in exceptionally difficult and complex situations.

(authority)	<ul style="list-style-type: none"> • Consistent initiative and authority organisation wide, seeks guidance (internal/external) when required • Serves as a key resource & gives advice to others • Responsibility to strategically lead
Level 7 (absolute)	<ul style="list-style-type: none"> • Applies the competency in the most difficult and complex situations. • Absolute initiative and authority organisation wide, seeks guidance (internal/external) when required • Acts as principle advice, guidance resource • Overall strategic responsibility