Group financial controller

Role brief

1. Background

Working within the finance and commercial directorate, this is an exciting new position in Jisc.

That directorate, working closely with operations and governance, will bring together into a single management framework functions that support the financial management and commercial management for Jisc.

Jisc will have high quality support services in place across the organisation, which are not simply fit for purpose but act as exemplars to others.

The finance and commercial directorate will work together and will collaborate with colleagues across Jisc to contribute to the delivery of the aims set out in the Wilson review.

2. Purpose and scope

To assist the chief financial officer in order to ensure the excellence and cost effectiveness of Jisc’s financial and commercial support services, including:

- Ensuring compliance with and advice on group financial and management accounting policies and procedures
- Ensuring compliance with and providing advice on group treasury/reserves/banking policy and asset management
- Group external audit liaison on behalf of the chief financial officer
- Being accountable to the chief financial officer for all financial control matters across the Jisc organisation
- Ensuring timely and cost effective financial management through effective management and sound advice to key contacts
- Assisting the chief financial officer to ensure that the organisation’s financial affairs and assets are well managed, that costs are controlled effectively and resources are fully aligned behind strategic and operational priorities.

The group financial controller will sit within the finance and commercial directorate area and the chief financial officer will hold the formal reporting line.
3. Key accountabilities and role outputs

Responsibilities will be expected to be developed and finalised over time and will include but will not be restricted to the requirement to engage with key contacts to:

- Assist in setting the agenda for change across the financial and management accounting teams
- As instructed by the chief financial officer to manage and support the delivery of:-
  - Expenditure profiling
  - Financial advisory services relevant to the area of work
  - External audit services
  - Financial processes and controls
- As instructed by the chief financial officer to manage the group’s:
  - Financial and management accounting system
- Advise the chief financial officer on:-
  - Policies and procedures relevant to the area of work
  - Ensuring financial compliance consistent with the requirements of SORP, company law and charity law.
- Analyse financial performance against agreed KPIs and produce consolidated financial reports including annual consolidated financial accounts to the chief financial officer, highlighting exceptions and any areas of concern with recommended solutions
- Lead and manage the financial and management accounting teams, setting relevant and stretching performance targets and managing individual and team performance against those targets in order to deliver:
  - Agreed customer priorities
  - Operational targets
  - Financial targets and budgets
  - KPIs, SLAs and other approved metrics

4. Skills, knowledge and experience

Essential

- Track record of success in a similar role and demonstrable career progression within a finance function
- CCAB qualified accountant (or fully qualified to an equivalent professional level with another relevant awarding body)
- Demonstrable and in-depth experience of:
  - Accounting practices
  - Financial management and best practice
  - Financial reporting requirements under company law
- A successful team leader able to adapt style to meet the needs of peers, colleagues, team members and customers
- Experienced in setting smart objectives, delivering to the required level of SLA and KPIs in order to deliver business goals
- Track record of achievements through others and of building positive working relationships, supported by excellent communication skills (written, spoken, presentation)
- Experience of delivering fit for purpose reports and advice to senior management
- Strong analytical skills including the ability to rapidly interpret, concisely explain and act on complex
The ability to work appropriately with highly confidential, business critical information

- Strong organisational skills, including the ability to prioritise own workload and that of others in a pressurised environment and to tight deadlines.
- Highly motivated and able to deliver a broad task specification to target with minimal supervision
- Strong negotiating and influencing skills with the ability to resolve conflicting priorities when dealing with customers’ needs
- An experienced manager leading a finance function delivering high performance and continuous improvement as well as excellent financial analysis
- Able to apply modern financial systems and keep up to date with trends and changing business approaches

Desirable

- Experience of working in HE/FE or public sector
- Educated to degree standard or equivalent
- Strategic planning and the implementation of change

5. Key contacts

- Jisc department heads
- Key customers and suppliers
- Budget holders
- External auditors
- Finance staff in Jisc Collections and Janet ltd.

Important additional information

The chief financial officer will discuss all elements of the role brief with the appointee on appointment and after six months, recognising that some elements may need changing.