

Head of Finance

Role Profile

SUSU's vision is that: **Every student loves their time at Southampton.** We exist to:

- Help Students find friendship groups
- Help students complete their degree programmes
- Give students a voice in the University and wider community

Your role is contributing towards achievement of this vision is described below:

Main Purpose of Role:

- 1) To develop and deliver our financial processes
- 2) To ensure all financial data is accurate
- 3) To provide relevant financial information to stakeholders

Responsible to: Chief Operating Officer
Responsible for: Finance Officer
Finance Assistants (x2)
Grade: 6

Main Duties of the Role

To develop and deliver our financial processes:

- Ensuring the Finance team complete all tasks successfully within deadlines, using the relevant processes, and keeping appropriate auditing records and evidence
- Maintaining appropriate levels of expenditure limits within the organisation for the relevant period of the year
- Develop and embed our financial procedures and ensure communication with relevant stakeholders
- Overseeing the processing of the required payrolls
- Work with the People team to ensure appropriate processes are implemented for delivery of payroll
- Reviewing, developing, and implementing processes & systems to enhance the finance offering and level of service
- Lead and line manage the Finance team in delivering great service to our members and staff.
- Keeping up to date with any legislative or other financial requirements
- Support the development and delivery of the Finance Strategy

To ensure all financial data is accurate:

- Ensuring that balance sheet accounts are reconciled on a monthly basis
- Maintaining auditable files and records of all transactions
- Reconciling all cash handling within the organisation on a regular basis.

- Reviewing trial balance, profit and loss, balance sheets on a regular basis
- Maintaining the fixed assets register and validating depreciation on a monthly basis
- Liaise with the Lettings team to ensure accurate information is held for landlords and tenants' deposits and rents
- Support the Activities team in providing financial information to clubs & societies
- Support the Social Enterprise team with analysing monthly figures, investigating discrepancies, and monitoring profit & loss accounts
- Work with our external auditors to successfully deliver the annual financial audit
- Collaborate with budget holders with timely and relevant financial information, assisting with understanding material variances and forecasting for the future
- Identify and resolve variances or missing entries with data entered on the finance system

To provide relevant financial information to stakeholders:

- Overseeing credit control to ensure monthly statements and debtor letters are distributed and taking all necessary action for the recovery of funds.
- Monitoring the purchase ledger to ensure all accounts are current and in line with received statements
- Compiling all necessary information for the month end process
- Providing all relevant information for the year end process and audit
- Ensuring all statutory information is reported on schedule to the relevant external agency
- Liaising with budget holders to provide regular information about performance against budget on a relevant basis
- Assist in the creation of monthly management accounts
- Support the production of papers for Trustee Board and sub-committees detailing SUSU financial performance
- Ensure accurate information is provided to club & society committees
- Deliver training to relevant colleagues and stakeholders to assist in their understanding and knowledge of finance
- Develop means of displaying relevant financial information to a range of audiences

Contribute to the overall effectiveness of the Union by:

- Managing your staff team, in line with policies and procedures covering the wide range of staff management issues. Including recruitment, induction & probation, personal development, performance management, disciplinary & grievance, holidays and absence management
- Preparing and managing the relevant budget(s), using resources effectively and efficiently, acting upon variances and taking account of financial procedures
- Developing and maintaining relationships with key internal and external stakeholders
- Participating in and driving personal learning and development
- Attending all meetings and training events, as required
- Ensuring that statutory and legal obligations are met

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- Supporting the implementation of the SUSU strategy, promoting our aims and values through the goals of the departmental Operational Plan
- Promoting SUSU's various policies within your work, in particular Health & Safety, Equality, Diversity & Inclusion, and Sustainability
- Contributing to the positive image of the University of Southampton Students' Union with students, University and the local community working with the team to ensure a full service is always provided, providing cover as necessary
- Ensuring personal knowledge and skills are updated to ensure effectiveness in meeting work objectives
- Completing such other duties as may be reasonably prescribed by SUSU, appropriate to the grade and responsibilities of the post

Person Specification

We have described below the range of experience, qualifications, knowledge, skills, and attributes we are looking for. We will use this to manage our selection process and to identify any training and development needs once in post.

KEY/QUALIFICATIONS/EXPERIENCE REQUIRED	ESSENTIAL	DESIRABLE
Professionally qualified accountant or finalist with track record of passing exams.	X	
Experience of working within a varied finance function	X	
Experience of overseeing a payroll function and knowledge of relevant best practice and requirements		X
Knowledge and experience in using accounting packages - ideally Sage 200 and Sage 50 Payroll	X	
Experience of developing and working within systems and processes to record financial transactions	X	
Experience of budgeting, working with financial procedures and drafting financial policies	X	
Sound judgement and ability to handle competing priorities and a challenging workload in a pressurised environment	X	
Experience of banking procedures and cash handling		X
Experience of working within a charity, higher education, or public service environment		X
Understanding of relevant charity legislation		X
Knowledge & understanding of VAT and partial exemption schemes	X	
Knowledge of relevant HMRC legislation	X	
Knowledge of Anti-Money Laundering legislation and best practice		X
Highly competent user of Excel and Microsoft Office suite	X	

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Experience of supervising and coaching a team of staff to deliver high performance	X	
Excellent written and verbal communication skills across a range of mediums and audiences, able to communicate financial information clearly	X	
Excellent organisational skills and meticulous attention to detail	X	
Strong analytical skills, able to analyse data and present recommendations	X	
Ability to use initiative to work without supervision, and resolve problems, escalating when necessary	X	
Demonstrable evidence and commitment to continuing professional development	X	

Our Values

As an organisation, our values underpin our work and guide what we live by in order to achieve our mission:



Stand Strong

We stand up for students and make sure their voice is heard.

We stand strong when facing challenges and are not afraid to be different. We think big and work to achieve great things.



Join Together

We are an inclusive and diverse community of students and staff

We join together with each other, the University, and the local community to make a positive difference.



Take Responsibility

We take action on the issues that matter to students and act with integrity.

We continually work to be more sustainable, challenge discrimination and prejudice. We strive to be a force for good for students and wider society.