

Financial Controller

A. Role details

Job Title:	Financial Controller	School/Dept:	Finance
Reporting to:	Chief Financial Officer		
Responsible for Line Management of:	Financial Accounting Manager, Head of Operational Services, Head of Procurement		
Main Purpose of Role:	The Financial Controller supports the Chief Financial Officer to manage and develop the University finances and policies regarding capital requirements, debt, taxation, cash and acquisition/collaboration as appropriate to deliver financial forecasts and sustainability.		
Level:	Senior Management		

B. Main Accountabilities for the Role

1. Advise the Chief Financial Officer on all matters relating to financial and statutory accounting and reporting.
2. Advise the Chief Financial Officer on all cash flow forecasting and funding requirements and arrangements to provide Finance and General Purposes Committee and Court with information to make informed decisions where required.
3. Lead and co-ordinate the year end reporting process overseeing preparation of all the Annual Financial Statements.
4. Work with the Chief Financial Officer through Finance and General Purposes Committee, Audit Committee and Court to deliver Annual Financial Statements for the University and subsidiary companies in line with budgetary and forecast reporting.
5. Work with the Senior Finance Business Partner to ensure the financial reporting and management reporting is aligned.
6. Responsible for identifying, assessing and implementing changes in UK accounting and reporting standards to ensure the University is compliant with UK accounting standards and Statement of Recommended Practice for Further and Higher Education Institutions (SORP).
7. Lead and develop the Financing Accounting Manager, Procurement and Operations Services teams.
8. Lead on all tax matters to ensure the University is compliant with both UK and International tax laws.
9. Work with the appointed Internal Auditors to ensure the Internal Audit Plan approved by Audit Committee is effectively delivered.
10. Attend the Audit Committee, Finance & General Purposes Committee (as required) and represent the finance function at other University Committee's and project boards.

11. Build and maintain relationships with key internal and external stakeholders and be responsive to the needs of the University community at all times.
12. Responsible for the management, implementation and compliance with Health and Safety regulations, standards and processes within area of responsibility and control.
13. Any other tasks appropriate to the post and in line with Finance Department and University business

C. Person Specification

Expected Criteria E- Essential or D – Desirable	Assessment Method
Educational and/or Professional Qualifications	
E1 - Possession of a CCAB (or equivalent) accountancy qualification E2 - Membership of appropriate professional institute or association	Application form
Skill, Knowledge and Experience	Assessment Method
E3 - Relevant post qualification experience E4 - Demonstrable expertise in financial accounting and tax management E5 - Proven excellent communication skills E6 - Proven track record in strategic and team leadership E7 - Proven track record of the provision of first class advice/service to Senior Management E8 - Ability to develop and maintain effective working relationships at all levels within an organisation E9 - Ability to demonstrate sound analytical skills with the ability to comprehend the range of issues affecting financial performance E10 - Ability to plan and prioritise workload in accordance with annual planning process, financial reporting periods and regular reporting requirements E11 - Ability to demonstrate a proactive approach to service development and a commitment to improving systems and processes D1 - Knowledge of Higher Education sector D2 - Knowledge of financial IT systems is highly desirable	Interview

GCU Values & Behaviours	Assessment Method
<ul style="list-style-type: none"><li data-bbox="150 174 1018 241">• Demonstrates behaviours which are consistent with the GCU Values (Integrity, Responsibility, Creativity & Confidence)	Application Form & Interview