



Directorate	Finance
Job Title	Deputy Director of Finance
Salary Grade	Grade 10
New/existing post?	Existing - replacement
Responsible To:	Director of Finance

Job Purpose:

The Deputy Director of Finance leads the overall operational management of the finance function in the University, ensuring integration of process, policy, practice, and people. The role leads, motivates and manages the Finance & Procurement Directorate (c 80 staff with 4 direct reports) and has direct responsibility for department costs of c£3.6m whilst influencing total University spend of c.£300m.

The role is responsible for positioning finance and procurement as a strategic, business focused professional service, delivering the highest standards of professional advice, financial integrity, and effective stewardship.

Principal Duties:

- Provide highly specialist professional leadership and direction to a portfolio of finance activity including external and internal reporting, decision support and finance partnering, financial administration of externally funded research, treasury, tax, insurance, transaction processing and procurement.
- Deliver transformational change through effective leadership, personal resilience and positive application of skills and experience.
- Deputise for the Director of Finance in their absence, but also on a range of initiatives and developments appropriate to the seniority of the role. This may include attendance at or chairing committees and working groups across the University's activities.
- Work with the senior finance team to develop and maintain a culture of continuous improvement to drive service levels, quality of internal control, promote efficiency and make the best use of resources (e.g. system capability).
- Demonstrate initiative and a pro-active mind-set in identifying improvement opportunities, investigating, and resolving financial issues and challenging established ways of working.
- Proactively manage the team, ensuring all HR policies and processes are used effectively. Develop and coach staff to enable the team as a whole and the individuals within it to reach their full potential.

- Lead the delivery of all internal and external financial reporting including the annual financial statements and statutory accounts for subsidiaries. Manage the relationship with the external auditors and all other audit/inspection requirements. Ensure the monitoring requirements of the Scottish Funding Council and other funding partners are met.
- Lead the development of business cases for major initiatives such as international collaboration opportunities and support implementation and monitoring to ensure the business needs are met.
- Ensure regular development and monitoring of all financial policies, guidance, and processes and ensure governance requirements are always met.

Internal and External Relationships

- Develop and maintain relationships at senior levels of the University to enable delivery of professional financial challenge, support, and advice.
- Build relationships with other Universities through SUFDG and BUFDG to ensure financial management at the University of Dundee is, and is seen to be, at the forefront of the sector.
- Develop positive links with key external stakeholders e.g. NHS, funding bodies.

Qualifications, Knowledge and Experience

Essential

- Qualified accountant (CCAB or equivalent)
- At least five years post qualification experience in a role dealing with financial analysis, management reporting, forecasting and process improvement.
- Experience of working in a large and complex organisation
- Demonstrable achievement in designing and implementing significant financial systems/process change
- At least two years' experience successfully managing and developing a team

Desirable

- Knowledge of the Higher Education sector
- International experience

Skills, Abilities and Competencies:

Essential

- Visible and clear leadership ability
- Able to develop new financial ideas into pragmatic solutions which can be understood by non-financial managers
- Able to build effective working relationships with senior managers across the organisation. Willing to confront non-compliant behaviour at any level across the organisation where appropriate.
- Structured and logical thinker.
- Determination to make improvement to all aspects of financial management within the organisation.
- Able to balance taking a commercial view in a not-for-profit organisation.

- Excellent communication skills.
- Innovative willing to experiment with new ideas
- Resilient when things don't go as planned.
- High degree of systems literacy
- Adaptable and open to change