



UNIVERSITY OF  
**DERBY**

# **DIRECTOR OF FINANCE**

Candidate Information Pack

[derby.ac.uk](http://derby.ac.uk)

# WELCOME

I am delighted that you are considering applying for this role at the University of Derby.

At Derby we have worked to build a powerful regional university that addresses the needs of our students, the region and beyond. Recognised by the Guardian as a Top 30 university and the Times Higher Education as one of the Top 250 universities in the world, our reputation for delivering excellence in learning, teaching and for producing high-calibre graduates with the skills that businesses require, continues to grow.

Our Strategic Framework 2018-2030, which launched in June 2018, signalled a new chapter for Derby. It has provided staff and stakeholders with clarity over our direction of travel and raised the bar in terms of our institutional ambitions. Embedding high performance in everything we do and this step change in the way we operate is already generating strong results and outcomes.

A recent change in response to this was to revise the Executive structure in the form of a reconfigured Vice-Chancellor's Executive (VCE) and a newly formed Performance & Governance Delivery Group (PGDG).

The newly configured structure and roles provide greater synergies across the University, better enabling innovation and excellence and to maximise the collaborative working that is so essential to the future success of the University. Additionally, the change responds to messages in the external environment and the need to continuously reflect and improve on performance as well as ensuring high standards of integrity, transparency and governance.

As a result, our new Director of Finance will be joining us at a time of real momentum and positive change, where we look to build on our teaching excellence, enhance the student experience, grow our innovation and research profile and further establish our impact regionally, nationally and globally.

Furthermore, as the only university in the city and county we take seriously our civic responsibilities, working in partnership to improve the health, education and wellbeing of our community and have reaffirmed this commitment by pledging to develop a Civic University Agreement.

We are an ambitious university on an upwards trajectory, with exciting plans for the future, and therefore need a Director of Finance with the knowledge, experience and leadership qualities to drive forward a high performing team, while ensuring the long-term financial sustainability of the institution.

Thank you for your interest and time.

**Professor Kathryn Mitchell**  
**Vice-Chancellor and Chief Executive**



# THE UNIVERSITY

Recently recognised by The Guardian as a Top 30 institution in the UK and the Times Higher Education as one of the Top 250 universities in the world, Derby has built a strong reputation for delivering a first-rate student experience and producing graduates who meet the needs of today's employers. Our TEF Gold rating is testament to this.

The University of Derby is a modern, innovative education provider that achieved its University status in 1992. Teaching at the Derby site actually dates back to 1851, when it was a Diocesan Institution for training teachers, so we have over 160 years of expertise in education.

We have since become a University of first choice for students who want a caring, aspirational environment where they can equip themselves for the career they choose. Our significant investment in world class facilities is building on our reputation for student-focused real-world learning in an increasingly competitive sector.

During the last five years we have invested over £150 million in facilities designed to give students the very best possible learning environment. We have more investment planned and continue to develop teaching to be innovative, stimulating and engaging.

#### **Recent investments in facilities include:**

- £12 million STEM Centre including facilities for mechanical testing, robotics and an anechoic chamber.
- State-of-the-art £10.8 million sports centre.
- Immersive Interactive Simulation Suite, the only one of its kind in a University outside London.
- Forensic Training Facility with a dedicated crime scene house.
- Dedicated fashion and textiles facility at Chandos Pole Street.
- Industry-standard Bloomberg Financial Markets Lab.



**TOP 30**  
**GUARDIAN**  
UNIVERSITY GUIDE 2020

**TOP 20**  
FOR TEACHING  
**QUALITY**

**TOP 10**  
FOR STUDENT  
**SATISFACTION**  
WITH TEACHING AND FEEDBACK

The Guardian University Guide 2020



None of our waste is sent to landfill. If it can't be recycled it's turned into energy



Accredited  
Fairtrade  
University



# THE CITY

Derby: a professional, welcoming city

Derby is a city with promising job prospects and a resilient economy which is good news for graduates. It's also a friendly and affordable city that has a passion for sport, a growing cultural scene and breathtaking countryside on its doorstep.







# OUR FUTURE

We have recently launched our Strategic Framework which provides the foundations and direction on which to plan, perform and succeed in a changing and globally dynamic environment between now and 2030. Developed in consultation with staff, students and stakeholders, the Framework has a simple promise at its heart; everything the University does is driven by delivering excellence and opportunities for the students, staff and region.

The Framework is designed to allow us to be flexible and adaptable to the changing environment in which we operate. Producing a long-term strategy during a period of unprecedented change, not only in the sector but politically, socially and economically, creates a challenge but many opportunities. The University is ambitious for our students, staff and region knowing what is right for students today may not be for tomorrow and getting this right is most important for our future success.

The Framework is supported by three 'pillars':

## **Game Changers**

- Students will set their aspirations high, think beyond the obvious and have the ingenuity, curiosity and enterprise to succeed
- Industry-relevant and research-informed curriculum
- High quality learning environment
- Modern learning methods
- Range of opportunities

## **Positive Impact**

- Research, knowledge creation and innovation are focused on making a practical, positive difference to people's lives close to home and around the world
- Raising aspirations / developing skills across the region
- Positioning Derby on the global stage
- Driving the economic, social, cultural, educational and environmental prosperity of their home

## **Opening Doors**

- A champion of social mobility, firmly believing in the transformational nature of education
- Creating opportunities for all across the region
- Something on offer for whatever stage of life or career
- Pioneer for online, blended and virtual learning
- Global outlook

We have a long-standing reputation for teaching excellence of which we are extremely proud and now is the time to build further on this, through more focused and integrated applied research.

Opportunities are a core element of our academic approach – not only in terms of delivering these, but through a culture of curiosity and drive instilled in students and staff to seek and create their own. We are proud to be the only University in the city and county as this enriches connectivity within the region, but as importantly, we relish the civic responsibilities this brings.

This is an ambitious University with purpose, positivity and confidence in what we are going to accomplish over the next 10 years.





# OUR PEOPLE VISION

At Derby, the People Vision is based on the simple belief that if we attract the right people, motivate them and provide development in a supportive, friendly performance-focused environment, then together we will enjoy continuing success. We believe that this is the ultimate people business and great emphasis is placed upon engaging with colleagues and customers.

This will be achieved by putting the University's values at the heart of everything we do and by being a 'values-led' organisation. This means that, in striving to realise our strategic ambitions, we place as much value on how we do things as on what we do. Our values form the bedrock of our approach:

- Value People
- Bold
- Future Focused
- Brilliance

The University wants all students, staff and stakeholders to be delighted by their experience, proud of their achievements and become active promoters of the University. Continuing to do this has given us a clear and positive signature and a definite edge in the new HE marketplace. Moreover, we are committed to providing all staff with excellent career and personal development opportunities, together with a total rewards philosophy based on providing competitive, affordable, flexible packages that recognise performance.

For more information on the Corporate Plan and Values please see:  
[derby.ac.uk/about/strategic-framework](http://derby.ac.uk/about/strategic-framework)







# THE FINANCE DEPARTMENT

The Director of Finance will join a department which has undergone some significant changes over the past 12 months. This is a real opportunity for Finance to work in a completely integrated way with the rest of the University to deliver its' strategic intentions in a highly competitive environment with unique organisational challenges posed by multi-site, multi discipline, complex organisation with an agenda for growth, diversification and sustainable finances.

The Director will be expected to provide strategic and transformational leadership as well as operational management to both meet the ambitions of the University and support the delivery of the new structure, which aims to provide reputational excellence in the areas of:

- **Financial guidance** - directional and proactive
- **Business Planning** - measuring future benefits and risks
- **Financial analysis** - performance reporting
- **Cash Management** - providing resources to support investments
- **Risk Management** - both in terms of compliant financial control and legal risk mitigation

It is expected all the above to be in place ensuring financial prudence, strong governance and transparency. You will lead the development of future-focussed strategies to bring continuous improvement both in our position within the sector and as a commercial organisation.

This is an exciting time for a talented individual with the right experience and a passion for education to join a Department and University with ambition.





JOB DESCRIPTION

# DIRECTOR OF FINANCE

The Director of Finance role is one of corporate leadership to ensure the future financial sustainability of our University. The Director of Finance is therefore responsible for developing and implementing future-focused strategies ensuring sound financial management and governance across the University.

A key aspect of the role will be to provide proactive, insightful financial advice to the Vice-Chancellor and other relevant internal stakeholders; playing a critical role in developing and implementing strategies for financial planning, budgeting, monitoring and analysis. To provide expertise and critical support around the University commercial activities which seek to generate third stream income.

As a member of the Vice-Chancellor's Executive (VCE) team, the Director of Finance will bring demonstrable leadership success at a senior executive level. Significant scale of strategic and operational management experience, plus a broad financial and commercial skill set are essential and will be required to report to relevant internal and external governance committees. The Director of Finance will develop the capacity to thrive in a professional services role within an academic community. They will provide key internal governance and audit liaison with relevant University committees.





## Principal Accountabilities

1. Provide strategic leadership for the finance directorate and lead on embedding a 'centre of excellence' model across the department. Engage with key stakeholders, lead the development and delivery of the University's short / medium / long term financial operating strategy to support the University's broader strategic aims and ensure its financial sustainability.
2. From a position of deep understanding of the economics and business drivers associated with the University's position in the FE and HE sectors, contribute to the identification of creative ways to enhance the University's financial performance and maximise the value generated from its resources.
3. Provide insight and actionable recommendations to the Vice-Chancellor to ensure the University's annual spending is appropriately managed and robust controls are in place to support the successful delivery of the University's priorities.
4. Be responsible for ensuring the University meets its statutory, regulatory and compliance requirements for both Further Education and Higher Education. Ensuring the highest standards of financial stewardship and governance are met, supported by robust and well communicated finance procedures and regulations.
5. Work pro-actively and collaboratively with other teams across the University, ensuring that a financial perspective is embedded in business cases and throughout the business planning and modelling process.
6. Ensure that effective, high quality financial reporting, management information systems and KPIs are developed and enhanced to support key stakeholders in fulfilling their responsibilities; further to support the effective data collection and analysis required for external statutory and funding agencies.
7. Oversee the production of high-quality, accurate and timely Financial and Management Accounts for the Vice-Chancellor's Office. Identify, manage and mitigate high-level financial risks, ensuring these are highlighted to VCE and addressed within the risk register.
8. Provide strategic planning and guidance in line with regulatory frameworks to ensure clear investment strategies and option analysis as part of the University's annual planning and budgeting process
9. Be responsible for internal and external audit liaison with the relevant University committee (i.e. Strategy, Finance and Planning Committee and Audit and Risk Committee) and ensure implementation of recommendations and actions.
10. Oversight of statutory financial reporting; Annual Financial Statements and Higher Education Statistics Agency (HESA) returns.
11. Play an influential role in the finance agenda within the HE sector; contributing to positive relationships with national HE bodies (Office for Students, Higher Education Statistics Agency, enterprise bodies, British Universities Finance Directors Group etc.)
12. Provide the financial lead on major capital projects and strategic projects aimed at commercial growth, supporting senior colleagues in developing costing, pricing and capital investment strategies.
13. Work to deepen the level of financial acumen of leaders and managers across the University and embed a finance business partnering approach, fostering a culture of entrepreneurship whilst still ensuring that appropriate financial controls are observed.
14. In having overall responsibility for all key finance functions, including procurement and payroll, work with other key VCE members and stakeholders to ensure the provision of high quality, effective and efficient finance services to staff, students and other stakeholders.
15. Develop and maintain investment, borrowing and tax planning strategies, including activities undertaken outside the UK, maintaining key associated external relationships.
16. Building, leading and motivating a successful and engaged team of professionals; driving improvements in capability, diversity and resilience of the team; ensuring that local strategic and operational plans are aligned to the University's strategic framework and corporate objectives.
17. Work collaboratively with key senior stakeholders, including the VCE to ensure collective success and achievement of financial systems, procedures and internal controls.
18. Lead on the implementation of standard financial processes across the function and the creation of a continuous process improvement culture that seeks to drive the greatest efficiency; identifying and adopting new technologies as they emerge.
19. Ensure diversity and inclusion are integral to the culture and activities in areas of responsibility and across the University.
20. Contribute flexibility in undertaking any other responsibilities commensurate with the role and as assigned by the VC from time to time.

## Person Specification

### Essential Criteria

#### Qualifications

- Good honours degree or equivalent.
- CCAB or equivalent financial qualification
- Evidence of continuous professional development.

#### Experience

- Excellent strategic leadership skills with experience of leading, motivating and developing a diverse team to deliver an effective and efficient service. A strong track record of building capability and developing people.
- Experience of leading a range of financial or commercial activities, as well as successfully leading financial planning and forecasting for an organisation.
- Experience of operating as a senior analytical finance professional with credibility across all aspects of the finance agenda – particularly in relation to financial management
- Experience of providing oversight for annual audit / review and managing relationships with external auditors.
- Experience of identifying and managing direct and indirect tax exposures, both in the UK and internationally.
- Proven experience of identifying, assessing and appropriately managing financial business risk.
- Track record of successfully facilitating progressive financial system and process development in a financially complex organisation.
- Commercially astute, technically accomplished and able to demonstrate high level financial analysis and management skills. Credible with a high level of integrity and a strong negotiator,
- Creative thinking and the ability to use financial and wider performance analysis to promote transparency and challenge the status quo.
- Knowledge of due diligence techniques and practices to support strategic investments / divestments.
- Excellent strategic ability focused on the delivery of outcomes and adopting an optimistic and pragmatic approach to solve problems; with the ability to make decisions in the best interest of the University in a complex environment, often with competing objectives and priorities.
- Highly effective, proven change management skills.
- Proven effective project management skills and experience in project costing
- Excellent communication, networking and influencing skills, with the credibility to engage with and influence senior academic staff and other diverse range of internal and external stakeholders.
- Agility and resilience necessary to deal with demanding workloads and deadlines.

#### Business requirements

- Empathy for a not-for-profit provider of Further Education and Higher Education
- Highly flexible and able to travel on business when required.

### Desirable Criteria

#### Qualifications

- Leadership or management qualification or evidence of leadership ability through high quality internal / external development.

#### Experience

- UK Higher Education sector experience.

#### Skills, knowledge and abilities

- Knowledge of UK HE sector trends and innovations, as well as its funding and financial landscape.

#### Business Requirements

- Understanding of the governance arrangements for charities and UK universities in particular.



## List of Employee Benefits\* for Leadership roles

- Local Government Pension Scheme - Defined Benefit Pension (accrual rate 1/49th) – which also includes 3 times life cover, ill health protection and flexible retirement options
- Annual Leave – 30 days plus bank holidays and 4 concessionary days and the opportunity to participate in the holiday trading scheme
- Comprehensive single PMI cover with AXA PPP – with Family cover options
- Leadership Group additional 3 times life cover
- Flexible benefits at discounted rates
  - Dental
  - Health Assessment
  - Health cash plan
  - Cycle to work
- Employee Assistance Programme (EAP) – confidential help on personal issues – family, financial, tax, medical, childcare support and many more
- Employee discounts at local and national businesses
- On-site gym – low cost membership
- Discounted and sponsored accredited programmes of study for self and partner/children

\*Details on terms and conditions for each benefit can be provided on request





UNIVERSITY OF  
**DERBY**

[derby.ac.uk](http://derby.ac.uk)