Deputy chief financial officer

Finance

<table>
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<tr>
<th>Grade:</th>
<th>A20</th>
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<tr>
<td>Job family:</td>
<td>Professional services</td>
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<td>Reports to:</td>
<td>Chief financial officer</td>
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<tr>
<td>Direct reports:</td>
<td>Finance business partner and accounts teams, Group accountant</td>
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<tr>
<td>Date created:</td>
<td>January 2020</td>
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Our values:

We’re a place where people make a difference to our members, feel valued and have fun. Our values are our guiding principles. They are: pride, pace, passion, trust and teamwork.

We also value diversity and really believe that our differences make us stronger. We love unique thinking, new ideas and ways of doing things.

The team:

Jisc is the UK higher, further education and skills sectors’ not-for-profit organisation for digital services and solutions.

We:

- Operate shared digital infrastructure and services
- Negotiate sector-wide deals with IT vendors and commercial publishers, a
- Provide trusted advice and practical assistance for universities, colleges and learning providers.

In finance we enable Jisc to achieve its strategic objectives by providing prudent and effective financial compliance, management and advice. We are responsible for maintaining Jisc’s solvency and liquidity. This includes all finance and tax matters; reporting, control, budgeting and forecasting at a group, directorate and service levels. We also manage all procurements across Jisc and assist and supports the work of colleagues across Jisc.

The role:

This is a key leadership role within the Jisc finance and commercial directorate assisting the Chief Financial Officer to deliver excellence and cost effectiveness of Jisc’s financial and commercial support services.

The role of Deputy CFO leads on aspects of Jisc’s internal and external financial reporting, as well as auditor liaison, budgeting and forecasting, cost saving and finance business partnering. This role has a seat on a number of key committees across Jisc.
Responsibilities will be expected to be developed over time and will include but will not be restricted to:

- Line management responsibility for the finance business partners, the group accountant, the Jiscom financial controller and the senior financial accountant
- The delivery of key reports, such as management accounts, including analysis of financial performance against agreed budgets, forecast and KPIs, highlighting exceptions and any areas of concern with recommended solutions
- Work with the chief financial officer to ensure that the finance team delivers a world class service to Jisc and manage change where required in order to achieve that
- 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 delivery of consolidated and company financial accounts and input into the annual review
- Presenting financial results and other reports to the Executive Leadership Team and stakeholders
- Lead on the annual budget process and preparation of information for Executive leadership team, Finance and Treasury Committee and the Board
- Work with the chief financial officer to develop a long-term financial model aligned to the strategic plan and operational priorities
- Along with the Senior Financial Accountant, ensure that transactional finance operations and payroll are efficient and effective.
- Working with the Director of Procurement, Head of Group Financial Services and Finance Systems Team to lead the continuous improvement in finance practices and processes and ensure that the Finance System is maintained appropriately.
- Ensuring compliance with, and advice on, Group financial and management accounting policies, processes and procedures, reviewing and updating as necessary to ensure compliance with the requirements of SORP, Company law and Charity law and deliver value for money for funders and owners.
- Ensuring compliance with and providing advice on Group Treasury/Reserves/Banking policy and asset management
- Group External and Internal Audit liaison
- Deputising for the Chief financial officer when appropriate
- Assisting with due diligence and other aspects of corporate finance when required
- Any other matters as required by the Chief Financial Officer from time to time

The person:

<table>
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<tr>
<th>Knowledge and Skills</th>
<th>Need to have</th>
<th>Nice to have</th>
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<td></td>
<td>• Able to apply modern financial systems and keep up to date with trends and changing business approaches</td>
<td>• Reported under the Charity SORP</td>
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<td>• Up to date Financial Reporting knowledge</td>
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<td>• Highly motivated and able to deliver a broad task specification to deadlines with minimal supervision</td>
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<td>• Able to build strong positive working relationships across all levels, particularly with non-finance colleagues, supported by excellent communication skills (written, verbal, presentation).</td>
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- Excellent people management skills, to inspire and motivate staff and to delegate effectively.
- Strong negotiating and influencing skills with the ability to resolve conflicting priorities when dealing with customers’ needs.
- Strong financial management skills.
- Strong organisational skills, including the ability to prioritise own workload and that of others in a pressurised environment and to tight deadlines.
- Strong analytical skills including the ability to rapidly interpret, concisely explain and act on complex information.
- Ability to anticipate change and adapt to new situations and issues to exploit potential opportunities.
- The ability to work appropriately with highly confidential, business critical information.

**Experience**

- An experienced manager leading a finance function delivering high performance, continuous improvement and excellent financial analysis.
- Preparation of regular financial information for senior management including analysis and commentary.
- A successful team leader able to adapt style to meet the needs of peers, colleagues, team members and customers.
- Demonstrable and in-depth experience of:
  - Financial management and best practice processes and procedures.
  - Financial reporting.
  - Accounting practices.
- Track record of achievements through others and of building positive working relationships, supported by excellent communication skills (written, spoken, presentation).

**Qualifications**

- Educated to degree standard or equivalent.
- ACA qualified accountant, or equivalent.

- Experience of working in HE/FE or Public Sector.
- Experience of successful strategic planning and the implementation of change.
- Experienced in setting smart objectives, delivering to the required level of SLA and KPIs in order to deliver business goals.
The organisation

We're constantly changing and evolving at Jisc, so this job description just gives a flavour of what the role involves. It will change as our operations develop.

Getting face to face is something we value and find time for when we can, so you may need to travel on occasion. Our main offices are in Bristol, Harwell, London and Manchester.