

MANCHESTER  
1824

The University of Manchester

# Brief for the position of Head of Faculty Finance

The University of Manchester

FEBRUARY 2022



UNIVERSITY OF MANCHESTER





As an equal opportunities employer, we welcome applicants from all sections of the community regardless of gender, ethnicity, disability or sexual orientation. As Black, Asian and minority ethnic candidates are currently under-represented at this level at the University, we would particularly welcome applications from individuals in minority ethnic groups. All appointments will be made on merit.





## Table of contents

About The University of Manchester	4
Financial overview	12
Role specification	13
Person specification	Error! Bookmark not defined.14





## About The University of Manchester

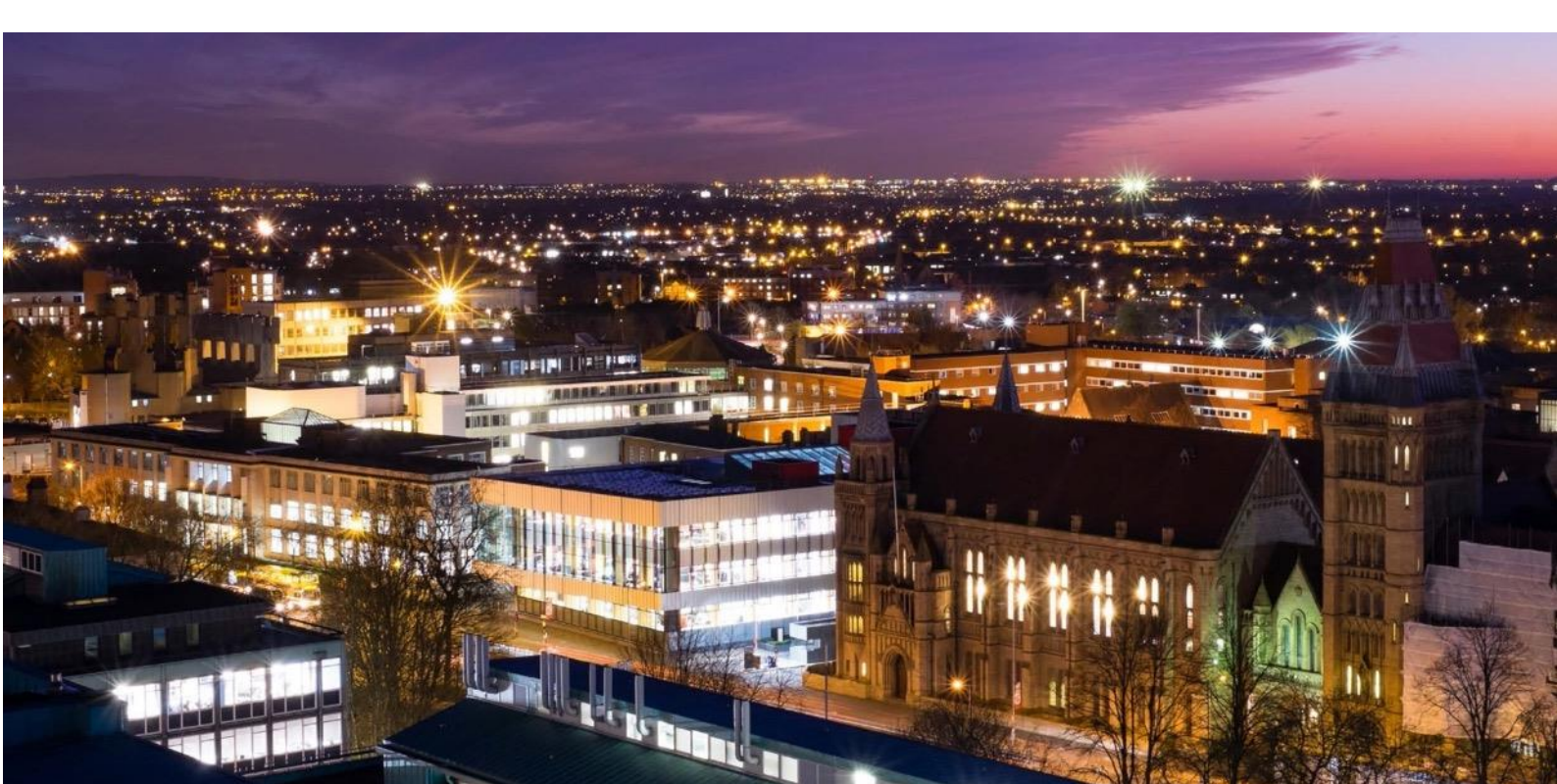
The University of Manchester is a place where research has international impact, where students experience outstanding teaching and learning, transforming into employable graduates, and where all activity is enriched by a commitment to social responsibility and the benefits we bring to society and the environment.

Manchester was the first and most eminent of England's civic universities. Our rich heritage of discovery, social change and pioneering spirit remains at the heart of all we do. Today, we're part of the prestigious Russell Group of UK universities and one of the UK's largest single-site higher education institutions, with more than 40,500 students, 12,950 staff, a £1 billion turnover, and a significant ongoing capital investment programme.

The University's vision and strategic plan, [\*Our future\*](#), has three core goals and four themes:

- Research and discovery
- Teaching and learning
- Social responsibility
- Our people, our values
- Innovation
- Civic engagement
- Global influence

*Our future* sets an ambitious agenda to build on our distinctive strengths over the next decade, with a commitment to make a difference to society.



## Leadership

President and Vice-Chancellor,  
Professor Dame Nancy Rothwell

Deputy President and Deputy Vice-Chancellor, Professor  
Luke Georgiou

Registrar, Secretary and Chief Operating Officer,  
Patrick Hackett

Vice-President for Research, Professor Colette Fagan

Vice-President for Teaching, Learning and Students,  
Professor April McMahon

Vice-President for Social Responsibility,  
Professor Nalin Thakkar

Vice-President and Dean of the Faculty of Science and  
Engineering, Professor Martin Schröder

Vice-President and Dean of the Faculty of Humanities,  
Professor Keith Brown

Vice-President and Dean of the Faculty of Biology,  
Medicine and Health, Professor Graham Lord

Interim Chief Financial Officer, John Cunningham

Director of People and Organisational Development,  
Adèle MacKinlay

The senior officers are supported by a number of associate vice-presidents, who are responsible for leading on cross-cutting, thematic priorities. Our Chancellor, the poet Lemn Sissay OBE, is the ceremonial head of the University and presides over meetings of the General Assembly and over degree congregations.

The Pro-Chancellor, Jim Hancock, deputises for the Chancellor and chairs the Nominations Committee.

Detailed biographies of the [University's senior officers](#).

## Governance

The University of Manchester's governance structure and constitution have been developed so that they hold true to the ethos, principles and requirements of good governance in higher education.

Governance is the responsibility of the following authoritative bodies:

### Board of Governors

The Board of Governors is the University's governing body. Chaired by Edward Astle, and with 23 (mostly Lay) members, it has ultimate responsibility for the University's overall strategic direction and for the management of its finances.

### General Assembly

A two-way channel of communication through which the University presents its achievements to its broader constituencies and receives feedback and advice on matters relating to University business. It has around 100 members.

### Senate

The University's principal academic authority. The Senate is responsible to the Board of Governors for the promotion of research and for monitoring standards in teaching.

## Structure

The University of Manchester is divided into three Faculties, each of which comprises a number of Schools with powerful reputations for teaching and research success.

The University's size and scale means it can offer unparalleled opportunities for interdisciplinary ventures and collaborative working, enabling both academics and students to achieve great things.

### **The Faculty of Biology, Medicine and Health**

Comprising the Schools of: Biological Sciences; Medical Sciences; and Health Sciences.

### **The Faculty of Science and Engineering**

Comprising the Schools of: Natural Sciences; and Engineering.

### **The Faculty of Humanities**

Comprising the Schools of: Arts, Languages and Cultures; Environment, Education and Development; Social Sciences; and the Alliance Manchester Business School.

Further information on the [University's Faculties and Schools](#).

## Global rankings and reputation

The University of Manchester is a truly global institution, with a reputation for education and innovation that resonates across the world. Current global rankings place Manchester as the 27<sup>th</sup> best university in the world (QS University World Rankings, 2021) and 5<sup>th</sup> in the UK (Academic Ranking of World Universities, 2021).

International businesses, charities, governments and universities turn to Manchester for its expertise – from leading the European renaissance in industrial biotechnology to broadening access to cancer services in India, helping more than 5,000 children with leukaemia receive treatment.

We have a rich history of attracting brilliant minds to the University, with 25 Nobel laureates among our current and former staff and students, including Ernest Rutherford, Arthur Lewis, and most recently, Andre Geim and Kostya Novoselov.

More than 170 student nationalities come together on campus, making Manchester one of the world's most international universities.

Learn more about our [rankings and reputation](#).





## The University estate

The University's campus is one of the largest estates in UK higher education, with 229 buildings across 270 hectares.

In 2012 the University embarked on a £1 billion, 10-year plan to create a world-class campus for students and staff, which included refurbishing existing buildings and brand new constructions. The majority of these landmark projects have been completed, including the Whitworth, the Manchester Cancer Research Centre, and the National Graphene Institute, which have received or been shortlisted for major awards.

In 2021 we completed construction of the Manchester Engineering Campus Development (MECD), the largest home for engineering in any UK university.

Looking ahead, we are embarking on a joint venture with Bruntwood SciTech to establish Innovation District Manchester (IDM). The new £1.5 billion innovation district will transform our north campus and will be a focal point for collaboration, innovation and commercialisation in the region.

More information on the [Campus Masterplan](#).

## Research and innovation

Research is at the heart of our heritage, our present and our vision for the future. Our discoveries have shaped the world today, from the development of the first stored-program computer to the establishment of modern economic theory.

Our place as one of the UK's top research universities was confirmed in the results of the 2014 Research Excellence Framework (REF), where 83% of our research activity was judged to be 'world-leading' (4\*) or 'internationally excellent' (3\*). In 2020/21 the University attracted more than £300m of external research funding, including the greatest amount of UK Research and Innovation funding awarded to any institution in the UK.

The University of Manchester's research has real-world impact beyond academia. We are at the forefront of the search for solutions to some of the world's most pressing problems, seeking to be a global force for positive change. Our five [research beacons](#) – advanced materials, biotechnology, cancer, energy, and global inequalities – showcase examples of our interdisciplinary approach to solving the world's biggest challenges, from eradicating poverty to ensuring energy supply for future generations.

We maximise research impact through external funding, licensing, supporting enterprise, and partnering with other organisations. For example, the [Royce Institute](#), based at Manchester and funded by government and industry, is the UK's national centre for research and innovation of advanced materials. In partnership with other Russell Group universities, UKAEA and NNL, it seeks to benefit UK industry by advancing its capability and competitiveness in this area.

Innovation also features strongly at Manchester and it is our ambition to be recognised as Europe's most innovative university. Our history of intellectual property commercialisation spans more than 25 years, during which time we have generated more than 100 spin-out companies. Since 2004 our commercialisation activities have contributed £962 million of economic impact. Of this, £511 million has come from third-party investment in University spin-out companies, and £451 million of gross value added (GVA) from sales and jobs created by IP licensing and spin-out activities.

The launch of the University's Innovation Factory and our role as a founding partner of the investment company Northern Gritstone will be integral to the continued commercialisation of university spinouts and helping our local and regional economies to build back better.

Learn more about our [research](#).





## Teaching and learning

The University of Manchester is committed to delivering an outstanding and transformative education, giving learners of all ages and backgrounds the chance to contribute to positive change, improving their lives and those of others. Our academic offering is rigorous, geared towards future employability, and makes use of innovative teaching methods in a high-tech learning environment.

Expert teaching is underpinned by internationally significant research and strong industrial links. All courses are multidisciplinary, flexible and unit-based, which allows students to tailor their learning to their personal interests and career ambitions.

*Our future* has set the direction of travel towards flexible learning to enhance, but not replace, in-person teaching. We have established a Flexible Working programme to work in partnership with staff and students to shape the future of learning. It remains our priority that our teaching is accessible and inclusive, with global reach.

Student employability is a key priority for the University. Skills development is built into all degree programmes, and further personal and professional development opportunities are available.

We encourage all our students to participate in Stellify, a select package of activities containing some of Manchester's most exciting and transformative student experiences, in order to help them develop the distinctive attributes that make the institution University of the year for graduate employment (*The Times and Sunday Times Good University Guide*, 2020).

Activities include: tackling ethical grand challenges relating to equality, sustainability and social justice in the modern world; studying optional interdisciplinary and international course units incorporating world-leading research; making a difference via community volunteering and developing key skills through leadership roles and work experience.

More information on the University's approach to [teaching and learning](#).



## Social responsibility

More than a decade ago, we became the first British university to set social responsibility as a core goal. We were keen to reaffirm this in our new strategic plan, placing an even greater emphasis on environmental sustainability.

In April 2021, our efforts culminated in the University ranking first in the world in the *Times Higher Education* University Impact Rankings, which rates institutions on their contributions to the United Nations' Sustainable Development Goals. This fantastic achievement epitomises everything we stand for and recognises all we have achieved together, delivering benefits for the good of society and transforming lives for the better.

To encourage students to become socially responsible citizens, the University offers every undergraduate the opportunity to work together across disciplines to confront a new ethical grand challenge in each year of their study. Staff are able to commit to make a difference through [50,000 Actions](#), the biggest sustainability initiative for staff at UK universities.

The University proactively addresses inequalities by ensuring its knowledge, expertise and activities help to create a fairer Greater Manchester. For example, the [Manchester Access Programme](#) has supported thousands of local students from under-represented backgrounds to study for a degree and progress into valuable professions such as medicine, teaching and law. The University is also leading an independent Inclusive Growth Analysis Unit in partnership with the Joseph Rowntree Foundation to help make poverty reduction central to processes of growth and devolution in the city region.

As a civic university, Manchester contributes to the expansion of educational, social and cultural opportunities in the city and beyond. We invest more than £15 million annually in financial support for students from disadvantaged backgrounds, while more than 1,250 of our staff and alumni – more than at any other university – have volunteered their time and skills as school governors at local state schools. Elsewhere in the community, our unique employment partnership The Works has supported more than 4,000 local people into work.

Our work on social responsibility has global reach and impact. [Equity and Merit Scholarships](#) assist talented master's students from developing countries in Sub-Saharan Africa to access study programmes and use this knowledge to contribute to sustainable development initiatives in their home countries. Manchester's Global Development Institute is the largest dedicated development research and teaching institute in Europe.

Closer to home, our unique cultural institutions – the Whitworth, the John Rylands Research Institute and Library, Manchester Museum and Jodrell Bank Discovery Centre – are engaging audiences through their diverse collections, events, exhibitions, partnerships and inspirational spaces.

Learn more about the University's commitment to [social responsibility](#).



## Equality, diversity and inclusion

The newly-created Directorate of Equality, Diversity and Inclusion (EDI) works with students, staff and the wider University community to set a new direction for EDI at our University. The Directorate is also responsible for putting into practice the commitments outlined in our [action plan](#) to address EDI issues.



## Financial overview

The University's financial objectives are to achieve long-term financial sustainability to invest in its strategic goals within the current challenging environment. This will be achieved through year-on-year income growth and delivering an operating surplus to reinvest. The University has exempt charity status and is responsible to the Office for Students, its principal financial regulator. The University acts for the public benefit across all its activities.

Details of how we are funded, where we invest our income and the financial opportunities and challenges ahead under can be found in [the University's finances at a glance 2020/21](#). Our [governance and corporate documents](#) show how the University is performing against its objectives year-on-year and include details of our vision and strategic plan, *Our future*.

## Subsidiary companies

The University has interests in several subsidiary companies, including The University of Manchester Innovation Factory Ltd (responsible for commercialisation of the University's intellectual property) and University of Manchester Worldwide Ltd (responsible for the provision of overseas facilities for blended learning). These generate additional income and are overseen by the Chief Financial Officer.



## Role specification

The University of Manchester is seeking to appoint an outstanding individual to the position of Head of Faculty Finance (HoFF). He/she/they will be a key member of the Finance Senior Leadership Team and Faculty Senior Leadership Team.

**Reports to:** Chief Financial Officer

**Department:** Directorate of Finance, Professional Services

## Overall Purpose

As a full member of the Faculty senior leadership team, participate with peers in decision making in order to support the achievement of Faculty and University objectives. As financial lead within the team, take ownership and prime responsibility for the development and achievement of the Faculty financial strategy through sound and sustainable financial management

Lead the Faculty finance function, establishing and delivering a responsive, modern and strategic finance service, which provides financial strategy and leadership, and ensures effective financial management and compliance

As a member of the Finance Directorate's senior leadership team, participate in the development and delivery of the University's strategic goals

## Principal Accountabilities:

- Use commercial acumen, developed through extensive post qualification experience in a senior financial management role, to take appropriate action to deliver budget results, and to ensure that the full financial implications of projects and initiatives, including financial risks, are fully understood and appropriately managed
- Develop high quality, insightful management information and financial analysis to provide leadership to the Faculty and enable sound decision making
- Provide financial leadership and coaching to senior Faculty management to help them to develop a clear understanding of the drivers of business performance in order to enhance financial forecasting and decision making. More generally, leading competence building for senior management, Academic and Professional Services (PS) colleagues in developing a culture of commercial awareness
- Develop and analyse opportunities for business development and income generation
- Lead and manage the Faculty finance team to develop individuals through coaching and performance management to ensure a professional, motivated, experienced and effective team delivering excellent service across all areas of Finance
- Ensure and promote the continuous improvement of all characteristics of management accounting and reporting across the Faculty to ensure efficient and effective delivery of financial planning, budgeting, forecasting and reporting activities

- Ensure that local finance operations, including research finance, run efficiently and effectively and comply with all statutory, regulatory and governance requirements including University financial regulations, and to ensure up to date, accurate, and technically correct accounting
- Ensure that the financial risks are managed and the financial performance and strategic direction of the Faculty are in line with the University's strategic priorities
- Lead and participate in Finance Directorate and University projects as required, to bring experience and knowledge of best practice from other organisations, including the commercial sector, to the project group for consideration
- Contribute to the delivery of the University's Equality, Diversity and Inclusion objectives

### **Internal and External Relationships:**

- Working routinely with the CFO to maintain comprehensive financial management of the University
- Routinely working with the Dean of Faculty, Associate Deans, Heads of Schools and other senior academic leaders to ensure strategic and financial targets are met and use of resources is optimised
- Negotiating and coordinating projects with Funding Bodies in order to manage and mitigate financial risk
- Working with other HoFFs and senior finance colleagues throughout the University to share goal congruence, uniformity of message and consistency of policy
- Working with Legal and Contract teams to produce viable and commercially astute legal contracts and negotiation of these with external organisations

### **Person specification**

The Head of Faculty Finance will be expected to demonstrate the following:

#### **Qualifications**

- Educated to degree level or possessing an equivalent qualification.
- Recognised professional accountancy or other equivalent financial qualifications.

#### **Skills/Qualities**

- Proven ability to lead, manage, develop and motivate a professional team
- Excellent financial analysis and interpretive skills, with ability to grasp the detail, whilst retaining the 'big picture'
- Excellent communication and interpersonal skills to engage and influence senior colleagues (both academic and PS) and external contacts
- Ability to maximise the use of IT based financial systems. Work and other related experience (including training)



## Work and other related experience (including training)

- Significant relevant experience in a senior financial leadership role in a large, complex, devolved organisation
- Experience of developing strategic planning models, and raising strategic issues for debate
- Experience of preparing and evaluating business appraisals
- Experience of successfully managing change in a large organisation
  - Proven ability to challenge the status quo, make positive, effective changes and obtain results against a background of a challenging change programme
  - A demonstrable commitment to the mission and values of The University of Manchester and an understanding of the transformational impact of education.

## Competitive Salary and Benefits Package

Including:

Pension Scheme

Universities Superannuation Scheme (USS): 9.8% employee, 21.4% employer contribution rates

Annual Leave

29 days annual leave plus 4 closure days plus 8 bank holidays

Sick Pay

Up to 6 months full pay and then 6 months half pay, dependent upon service

Long Service Awards

For staff reaching 25 or 40 years of continuous service, £400 vouchers or 5 days annual leave (pro rata for part-time staff)

## Faculty of Humanities overview

This role is the finance senior lead in the [Faculty of Humanities](#)

With around 19,400 students, 1,200 academic staff, 600 professional services staff, and the 2021/22 budget of £328 million income, the Faculty aspires to be one of the most successful Humanities faculties in the world.

The Faculty is made up of four Schools:

- Alliance Manchester Business School
- School of Arts, Languages and Cultures
- School of Environment, Education and Development
- School of Social Sciences

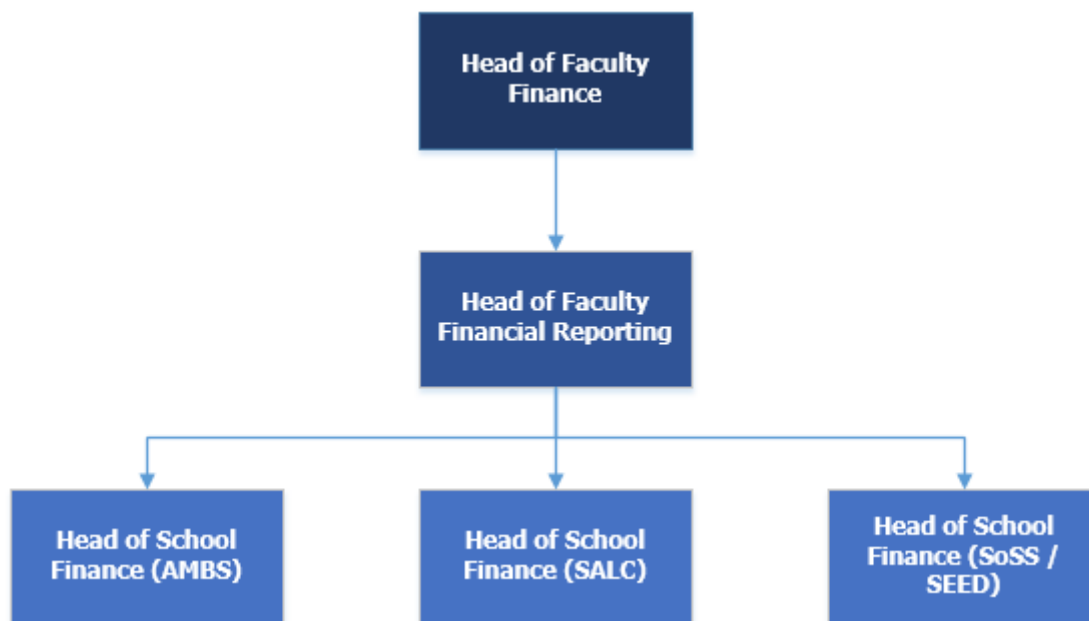
## Faculty of Humanities achievements





### Finance Humanities Team Structure

The Faculty Finance Team currently has 16 staff, including 5 professionally qualified accountants, with the structure as follows:



Reporting into the Heads of School Finance are Management Accountants, Senior Finance Officers and Finance Officers

