

RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (eg. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation DisabledGo who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206-874588/873521) for help.

Closing Date: 7 January 2018

Interviews are planned for: TBC

Produced by:
Resourcing Team
Human Resources
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University of Essex Campus Services Limited (UECS) is a wholly owned company of the University of Essex. Please note that this post is being advertised by the University on behalf of UECS and some aspects of the information provided on the University recruitment website will not apply to this appointment. The Terms of Appointment relating to this post are published on the website alongside this document.

Data Protection: UECS shares recruitment data with the University of Essex who provide human resources services.

JOB DESCRIPTION – Job ref REQ01043

Job Title and Grade:	Finance Manager, Grade H
Contract:	Fixed-term, Full-time. This post is fixed-term to cover a period of maternity leave for a permanent member of staff.
Hours:	38 hours per week
Salary:	£37,588
Department/Section:	University of Essex Campus Services
Responsible to:	Deputy Director (Business Support Services)
Reports on a day to day basis to:	Deputy Director (Business Support Services)
Responsible for:	Finance Office and Accounts Clerk
Purpose of job:	<p>This is a key position within the UECS Finance Section, with responsibility for the provision of accurate and timely financial information for three key business units within the Campus Services directorate.</p> <p>The Job currently has specific responsibility for Wivenhoe House Hotel, Essex Food and Event Essex.</p>

Duties of the Post:

Financial Management

1. Responsibility for providing weekly, monthly and ad hoc financial information to the General Managers and UECS senior management team to enable them to meet the objectives for the individual business units that this role supports.
2. Responsibility for ensuring that the financial systems used within the three businesses that this role supports, are robust and that the financial information produced from the systems can be validated.
3. The post holder will be responsible for undertaking a monthly reconciliation between the pay reports produced by the HR iTrent system and the information that is reported on Agresso. Any variances are to be highlighted to the UECS Head of Finance.
4. The post holder will be required to undertake adhoc financial analysis to support new investments and Strategic Reviews within the directorate.
5. Responsibility for ensuring that well documented financial procedures are in place and are regularly monitored to ensure that all financial information is accurate and timely.

6. The post holder will be required to maintain accurate cash flow forecasts for the businesses that they are responsible for and to support the UECS Head of Finance in producing the consolidated UECS cash flow.

Financial Modelling

7. Undertake investment appraisal and financial modelling of new business propositions and capital investment, tailoring analysis to the requirements of individual tasks.
8. Responsibility for liaising with other areas of Professional Services and especially the Estates Management Section to ensure that all charges are accurate and up to date and that information contained in financial forecasts relating to these areas can be appropriately verified.
9. Responsibility for all elements of the budget build process for the businesses that are directly supported by the UECS Finance Manager. Additional responsibility for keeping the UECS Head of Finance informed of any issues which are likely to impact the delivery of the budget.

Management Accounting

10. Build and maintain strong working relationships with the General Managers for the businesses that are directly supported by the role and develop a good understanding of the individual businesses.
11. Closely monitor routine accounting transactions including journal transactions and month end accruals and prepayments that are produced by the UECS Financial Analyst and undertake routine transactions as required.
12. Run the month end accounts from the system, prior to the formal month end close and investigate all key variances. Ensure that where necessary corrections are put through the system in time for the close of the accounting period.
13. Act as a first point of contact for queries from budget holders within the business units supported by this role.
14. Evaluate the financial systems and procedures within the business units and highlight any potential issues to General Managers and UECS Head of Finance, where they are inadequate, may benefit from improvement or contravene financial regulations.
15. Preparation and control of budget data including profiling of annual budgets and, in consultation with budget holders virement of budgets between cost codes. The role holder has responsibility to ensure that the budgets for their businesses are loaded onto the system in line with the timetable set out by University Central Finance.
16. Responsibility for training budget holders in the use of online access to financial data and on the use of the reports. Advise budget holders on the UECS Financial Regulations, the use of financial documentation and financial procedures.
17. Liaise with the Marketing Officer's to keep abreast of marketing initiatives of the business units supported by the role in order to understand how they may impact on the financial performance.
18. Liaise with the operational teams to keep abreast of changes within the business units supported and how they may impact on the financial performance.

19. Evaluate and monitor the profitability of the individual businesses and highlight any issues and concerns to the Head of Finance as they arise.

Financial Accounting

20. Responsibility for year end financial accounting relating to the businesses supported by this role. This will include reconciling management accounts to the trial balance for these areas, producing all the backup information for audit, ensuring that the appropriate allocation of costs between UECS and non UECS business is reflected accurately in the figures, as well as supporting the Head of Finance in any other aspects of year end, as required.
21. Liaise closely with the UECS Head of Finance to ensure that the overall Campus Services and UECS reconciliation is accurate and the accounts are closed off in a timely manner.
22. Responsibility for supporting the UECS Head of Finance in all aspects of the preparation of the UECS and Wivenhoe House statutory accounts and dealing with queries for back up from the external auditors, as required. The work required, may at times relate to businesses that are not supported by the post holder directly at other times during the year.

Projects

23. The post holder will be called upon to take part in various cross directorate projects from time to time and also to support the UECS Head of Finance in any projects that they are involved in.
24. To be the key point of contact for finance training for the businesses supported by this role and the support the Head of Finance in the delivery of more general cross-directorate finance training.

Other

25. The post holder will be required to support the Head of Finance (UECS) in producing the finance papers for the quarterly UECS, WHH, Campus Services and Essex Sport Board meetings.
26. Support the UECS Head of Finance in ensuring that all areas of the directorate are PCI compliant and that the requirements are fully understood by all key staff within the businesses that they support.
27. From time to time the post holder may be required to cover for the Head of Finance (UECS) either in meetings or in presenting information to various forums.
28. The post holder will have responsibility for highlighting risks to the Head of Finance and Director of Campus Services, as necessary, and be aware of any potential risks for the business in producing financial plans and budgets, working with the General Managers and UECS Exec to minimise risk.
29. The Finance Manager has responsibility for ensuring that all areas of the operation are aware of their responsibilities, as outlined in the University and UECS Financial Regulations, with a specific attention to the procurement process. Regular checks should be made to ensure that the appropriate processes are being followed.
30. The post holder may from time to time be asked to undertake other work, as requested by the Director of Estates Campus Services or Deputy Director (Business Support Services)



University of Essex Campus Services Limited

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These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment

For a full description of the terms of appointment for this post please visit:
<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

September 2017

PERSON SPECIFICATION

JOB TITLE: Finance Manager (Maternity cover)

Qualifications /Training

	Essential	Desirable
▪ A CCAB professional accountancy qualification or substantial progress towards such a qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ An honours degree	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Qualified to A level or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Significant experience of previously working in the role of Finance Manager, having responsibility for taking the lead on providing timely and accurate financial information to non-finance managers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Significant experience of financial modelling, producing accurate, well presented analysis to tight deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience in the provision of financial advice and information to non-financial managers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working in a dynamic commercial environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of financial accounting and of producing statutory accounts	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Excellent communications skills, being able to relate complex financial issues and models to non-finance staff in clear and concise ways	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent IT skills, expert spreadsheet skills and a working knowledge of Microsoft Office applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to work to demanding deadlines and with a high degree of accuracy and discretion	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to recognise and resolve conflicting priorities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working with a well-known financial management system, preferably Agresso	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience in the hotel, catering or events sector	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Excellent interpersonal skills and a good team player	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further



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information about UK immigration requirements please follow this link
<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

September 2017

University of Essex Campus Services Limited

Additional Information

Campus Services Finance

You can find more information about the department at the following link
<https://www1.essex.ac.uk/uecs/>

Informal enquiries may be made to Sarah O’Laoi, Deputy Director (Business Support Services) (telephone: 01206 872158 e-mail: solaoi@essex.ac.uk). However, all applications must be made online.

This appointment is for a fixed-term in order to provide cover for a permanent member of staff who is absent from work on maternity leave. You should note that there is provision in the terms of appointment for this fixed-term post to end earlier by due notice (1 month), if the permanent member of staff decides to return early to her post.

Benefits

▪ competitive salaries	▪ training and development
▪ childcare facilities/vouchers	▪ generous holiday scheme

Campus Services will focus on 5 core principles:

1. To develop and operate the commercial facilities at the University of Essex with the highest standards of customer care and value for money to enhance the student and staff experience.
2. To collaborate with Academic Departments and Professional Services.
3. To engage actively with the local and regional community to further the reputation of the University of Essex.
4. To champion a team culture with succession planning and remuneration firmly anchored on performance.
5. To deliver annual growth in surplus for the University of Essex.

Campus Services

Created in 2010, the Campus Services directorate brings together existing staff and student commercial services, with a combined turnover of £21m and total staff of over 230 full-time equivalents. Services delivered under the Campus Services umbrella are critical to enabling the University to deliver the objectives in its strategic plan – improving the student experience, facilitating growth and improving the financial performance of the University.

Some business units within Campus Services – Event Essex, Print Essex and Wivenhoe Park Day Nursery – are part of University of Essex Campus Services Limited, a wholly owned subsidiary of the University of Essex.

Accommodation Essex

Accommodation Essex contributes to a positive student experience by providing a safe and supported environment in which students can develop personally and academically. The University of Essex offers a wide range of accommodation suited to a variety of needs all within walking distance of the academic departments and campus facilities at both Southend and Colchester campuses.

You can find more information about the department at the following link
<http://www.essex.ac.uk/accommodation/>

Essex Sport

The Colchester Campus Sports Centre offers excellent indoor and outdoor facilities including the £1.4 million Evolve gym and fitness rooms. At the Southend Campus there is the Evolve Gym and a wide range of opportunities to participate in sport, exercise and health at great value for students, staff and the local community.

Wivenhoe House Hotel

Wivenhoe House is a four star country house hotel, set in parkland on campus. It is also home to the Edge Hotel School.

Essex Food

Through their many catering outlets and delivered hospitality service, Essex Food provides a professional and courteous customer led service to students, staff and visitors. The promotion of a nutritious, and value for money hospitality service, together with respect and dignity for customers and staff are the cornerstones of their business.

Event Essex

Event Essex promotes the vast range of University of Essex conference, meeting and event venues in Colchester and Southend to businesses and public sector organisations locally, regionally and nationally. The dedicated team offers an expert event planning and co-ordination service.

Print Essex

Print Essex provides a high quality design, copy and print service at competitive prices to all users, both on and off campus.

Wivenhoe Park Day Nursery

Set in the peaceful surroundings of Wivenhoe Park, the purpose built Wivenhoe Park Day Nursery offers outstanding day care to children from 3 months to 5 years, as well as holiday clubs for children from 5-11 years. Places are open to all, including the public.

everythingEssex

In 2011, Campus Services began co-ordinating official University of Essex merchandise and gifts. This exciting project included product development and improving routes to market. Merchandise is available on the **everything Essex** outlet at the Colchester campus or on-line at <http://www.essex.ac.uk/everythingessex/>

Further information on Campus Services can be found via www.essex.ac.uk/uecs.

University of Essex Campus Services Limited

The successful candidate will be employed by University of Essex Campus Services Limited, a wholly owned subsidiary of the University of Essex. The company was established to manage the commercial operations at the University of Essex. The terms of employment for this role are specific to University of Essex Campus Services Ltd.

No Smoking Policy

University of Essex Campus Services Limited has a No Smoking policy.

The University of Essex – a profile

The University of Essex was founded in 1964 when it opened its doors to a cohort of just 122 students. Since then, we have grown in both reputation and size. There are now more than 10,000 students studying at three campuses - in Colchester, Southend and Loughton (East 15 Acting



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School). All academic activity is organised into four faculties – Humanities, Science and Health and Social Sciences.

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