

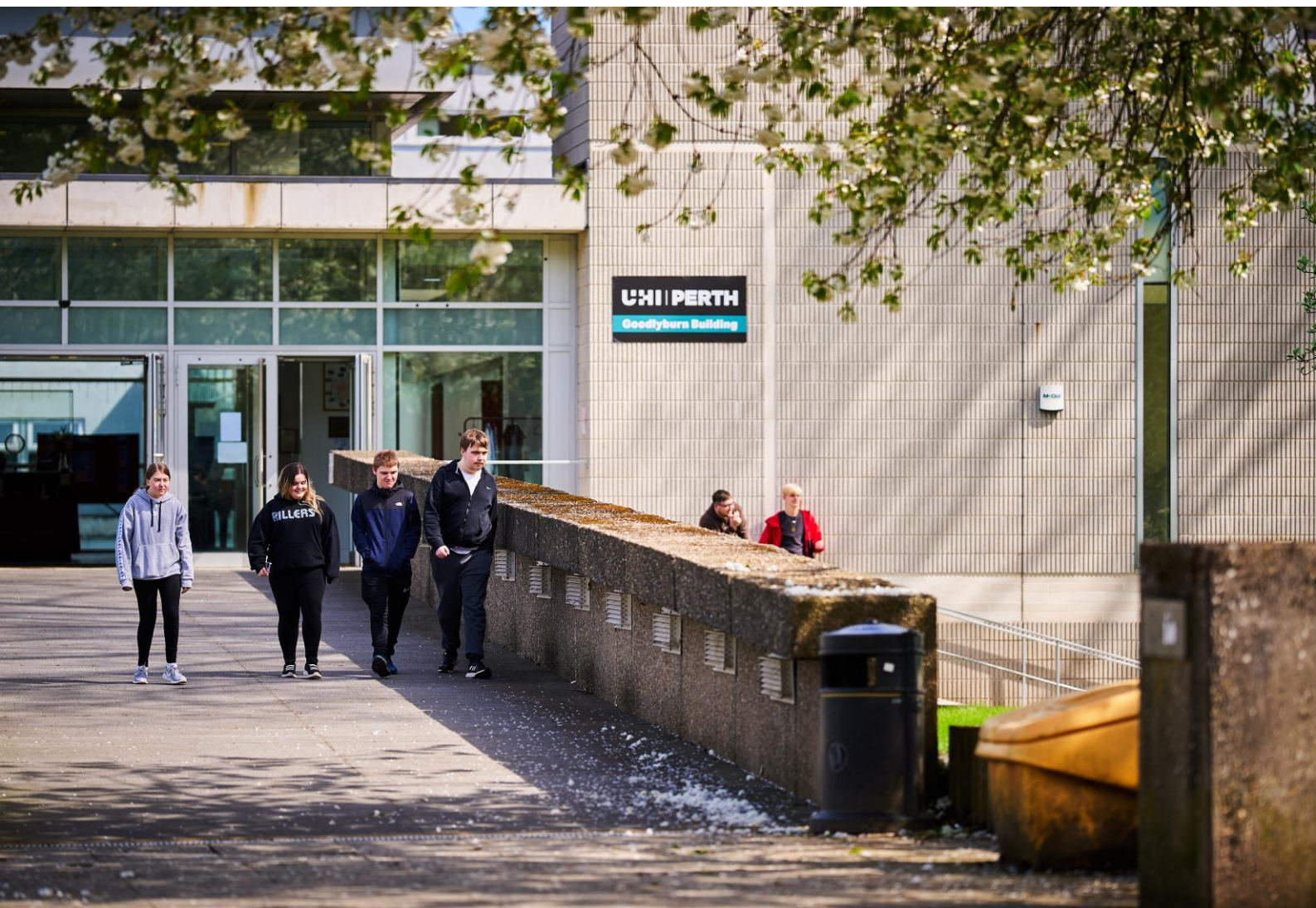


UHI PERTH

POSITION PROFILE
Head of Finance



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UHI Perth is an anchor institution for Perth and Kinross, supporting individuals of all ages and backgrounds to gain skills and qualifications, helping students unlock their potential, and supporting the growth of the local economy by delivering the skilled workforce that local businesses need.

We offer courses from access and national certificate level up to honours and postgraduate degrees. We are an active and committed partner within the University of the Highland and Islands (UHI) and as one of the largest partners bring our enthusiasm and expertise to the partnership as we work for shared success.

Our Vision is "To empower our learners to achieve their full potential through a transformational student experience."

Our vibrant campus means that UHI Perth is a popular choice for local, national and international students alike. We offer a wide and varied curriculum and host a number of courses with unique features such as:

- MSc Managing Mountain Sustainable Development and MSc Interpretation: Management and Practice being the only such courses in Scotland
- Our BA (Hons) Popular Music Performance being the first such course in Scotland
- Our BA Child and Youth Studies being the first fully online undergraduate programme to receive mainstream funding within the UK

UHI Perth has a student-centred approach and everything we do is in constructive collaboration between the professional services and academic staff to support our students in their aspirations, educational goals, and careers. This interdependence is key to the success of our students and our aims and ambitions for the next five years are clear:

- We will continue our journey to excellence in all aspects of supporting and enhancing the learner experience and student wellbeing
- We will continue to adapt, innovate, and enhance our learning and teaching
- We will prioritise the empowerment of our staff, and actively promote their wellbeing
- We will aim to address our challenges surrounding sustainability; social, economic, environmental, and financial, through rigorous planning and targeted actions
- We will position UHI Perth to respond to local and national priorities, themes, and aspirations
- We will continue to play a pivotal role within UHI and work with our partners to further develop educational innovation and delivery
- We will continue to collaborate within UHI and with other external stakeholders to further develop research and scholarship opportunities for our students and the wider community
- We will strengthen and improve our systems and processes to meet the evolving needs of all our stakeholders, to ensure UHI Perth is agile, effective and efficient, and adds significant value to the learner experience
- We will encourage diversity, inclusion and social equality, and challenge bias and inappropriate behaviours



Out-with their tertiary education provision, UHI Perth operates a Nursery, an Academy of Sport & Wellbeing, provides student accommodation and has a commercial subsidiary, Air Service Training (AST) which has been delivering aeronautical engineering courses since 1934.

UHI are part of a new breed of tertiary institutions and is an integrated university encompassing both further and higher education. UHI is the only one in Scotland and one of only a few in Europe.

We act with integrity in everything we do and our values underpin all activities:

- Student Centred
- Innovative
- Ambitious
- Respectful
- Inclusive
- Collaborative





Role:	Head of Finance
Reporting to:	Depute Principal (Operations)
Location:	Perth

NB: Whilst UHI Perth embraces agile working the successful candidate would be required to be on-site 3 days a week.

As Head of Finance, you will be responsible for the development and implementation of UHI Perth's financial management strategy encompassing effective financial control and reporting, including deputising as required on financial matters for the Depute Principal, Operations, including attending Board meetings.

Providing strategic and operational leadership to the finance function and ensuring the delivery of a proactive and 'business partnering' service, you will directly support the Senior Management Team and Department Managers to achieve the organisation's strategic objectives.

To have a **positive impact** in this role you will:

- Provide effective management and leadership to the finance team ensuring the delivery of an excellent and proactive service focused on customer service and continuous improvement
- Lead and manage the annual budget planning processes, ensuring ongoing sustainability of future strategic governance at a time of increasing budget and funding pressures
- Lead the annual statutory accounts process including liaison with the external auditors
- Ensure that effective financial controls are in place and adhered to across UHI Perth
- Ensure all Scottish Funding Council reporting requirements are compliant, accurate and provided on time
- Embed a continuous improvement focus incorporating both systems and process development and linked to robust/tight financial management and control.
- Deliver timely and meaningful reports and analysis that brings both financial insight and challenge

Duties and Responsibilities

- Management and development of the finance function ensuring all internal and external deadlines are met whilst also fostering a culture of excellence, collaboration and professional development
- Oversee the production, with hands on involvement as required, of regular management accounts, budgets, forecasts and cash flow projections
- Overall responsibility for the annual budget process and ongoing monitoring of expenditure against budget, identifying areas for improvement and proposing corrective actions to achieve budgetary objectives
- Manage the cash resources of UHI Perth, providing reliable cash flow forecasts and ensuring effective management of treasury operations



- Regular engagement with key budget holders to provide support and challenge on budgets and forecasts as well as support with ongoing monitoring of financial performance – empowering them through the provision of meaningful and bespoke financial information (including the “true cost” of delivery) to facilitate both the decision-making and strategic planning processes
- Ensure compliance with all financial regulations, accounting standards, and reporting requirements
- Preparation of quarterly VAT returns including partial-exemption calculations
- Establish and maintain effective working relationships internally at all levels and externally with key stakeholders such as internal auditors, external auditors, banks, professional advisers and others as required
- Ensure that all UHI Perth financial policies are compliant with legislation and best practice and provide training and guidance to colleagues and Board directors on all financial policies including the Financial Regulations, as required
- Liaise and work closely with finance and other colleagues in the various academic partners of the University of the Highlands and Islands to promote and represent UHI Perth
- As a member of the Perth Leadership Group(PLG), directly contribute to the strategic and operational decision-making process as well as being on the duty manager rota.
- Support the Depute Principal, Operations in the development and delivery of the UHI Perth financial strategy





A Qualified Accountant with relevant experience managing a finance function and delivering excellent results through a team, you will bring direct knowledge and experience encompassing both financial and management accounting activities.

Skills and Experience

- Excellent track record in financial reporting and forecasting including:
 - Preparation and analysis of monthly / quarterly management accounts
 - Preparation and monitoring of annual budgets
 - Financial forecasting, modelling and scenario planning
 - Annual statutory accounts production
- Comprehensive and up-to-date technical knowledge and awareness of relevant accounting standards
- Strong understanding of financial governance and risk management
- Experience in interrogating the financial aspect of business plans, including providing constructive challenge
- Relevant experience presenting financial information, analysis and forecasts to non-financial audiences
- The ability to interpret complex or conflicting information, to challenge assumptions and to make recommendations based on sound analysis and judgement with acute attention to detail
- Highly analytical with the ability to get “behind the numbers” to allow well-informed decisions
- Experience in driving a continuous improvement culture including systems, controls and processes
- Excellent written communication and interpersonal skills
- The ability to develop effective relationships with a diverse range of internal and external stakeholders at all levels
- Strong attention to detail and accuracy
- Previous experience of continuous improvement and developing robust financial controls, systems and procedures
- Able to work under pressure coupled with the ability to be flexible and adaptable in response to changing priorities
- Excellent IT skills with experience of working with and developing financial information systems and using excel to an advanced level
- Excellent project management skills, with the ability to deliver a number of concurrent projects

UHI Perth expects that all staff recruited will demonstrate the following personal attributes and values:

- High level of commitment to improving people’s lives through learning
- Outstanding levels of professional competence
- High levels of personal integrity and respect for others
- Ability to work well as part of a team
- Ability to show initiative
- Positive and proactive in responding to the needs of UHI Perth, students and other staff
- A strong commitment to promoting equality and excellence in all we do



Remuneration

Salary:	£60,262 - £66,207 (pay award pending)
Pension:	Local Government Career Average Salary Pension Scheme
Holidays:	45 days holiday (including 14 public and fixed days)

NB: This post is subject to a Protecting Vulnerable Groups (PVG) check.

The Recruitment Process

The recruitment process is being handled by our retained advisors Livingston James.

Livingston James will conduct first stage interviews prior to discussing candidates with Perth UHI.

Interested candidates should provide a tailored CV to douglasadam@livingstonjames.com

UHI Perth is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.

