# Job Description: SAIL / SeRP Finance Lead

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| **Faculty/Directorate/Service Area:** | Medicine and Human Life Sciences |
| **Job Title:** | SeRP/SAIL Finance Lead |
| **Department/Subject:** | Faculty of Medicine, Human Health and Life Sciences (FMHLS) |
| **Salary:** | Grade 09 £47,389 to £56,535 per annum together with USS pension benefits |
| **Hours of work:** | Full time: 35 hours per week – applications to work part time will be considered |
| **Number of positions:** | 1 |
| **Contract:** | This is a fixed term position for 12 months. |
| **Location:** | This position will be based at the Singleton Campus |

**Main Purpose of Post**

1. Undertake financial management, budgeting, forecasting, and reporting for the multi-million pound portfolio of programmes and projects led by the SAIL / SeRP Directors and their teams:
    a. Work with SAIL / SeRP Directors, Senior Managers and the SAIL / SeRP Business Manager to develop spending plans for all SAIL / SeRP project codes.
    b. Proactively track actual and committed spend on all financial codes against the planned spending profile, and flag any actual or predicted variances and advise senior management on options to address these.
    c. Produce multi-dimensional internal financial reports and forecasts for SAIL / SeRP Directors, Senior Managers and the SAIL / SeRP Business Manager, bringing together information from groups of financial codes to create bespoke management overview reports based on the requirements of each manager / group.
    d. Prepare financial reports for funders to meet specified deadlines (e.g. Health and Care Research Wales)
    e. Liaise with the faculty Finance Business Partner to agree financial plans for the group and prepare all required financial reports for the central University Finance team.
2. Support SAIL / SeRP Directors and their teams in managing staff recruitment and retention by providing the following services:
    a. Maintain a financial plan for all staff employed within the group (approx. 150 people in total), detailing salary scales, contract duration and which Finance codes and project groups staff are paid from.
    b. Work with SAIL / SeRP Directors, Senior Managers and the SAIL / SeRP Business Manager to develop forward plans for staffing on an annual basis. Plan to be derived from individual spending plans for each project Finance code and to detail which contracts are to be renewed, the duration of renewals and which project Finance codes staff are to be paid from.
    c. Provide a co-ordination service between line managers within the SAIL / SeRP group and the University's central HR function when recruiting new staff. Assist line managers in preparing the required documents to submit to HR, and actively progress ongoing recruitments on their behalf.
    d. Process staff contract extensions in a timely manner on behalf of line managers within the group, including managing University Vacancy Panel processes where applicable.

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| | 3. Manage the SAIL / SeRP Finance team:<br>a. Allocate work across the team to ensure that the all functions are covered.<br>b. Ensure there is appropriate cover arrangements in place for all functions to maintain a minimum level of service even in the case of staff absence.<br>c. Mentor and help train and develop more junior members of the team. |
| **General Duties** | 4. To fully engage with the University's Performance Enabling and Welsh language policies<br>5. To promote equality and diversity in working practices and to maintain positive working relationships.<br>6. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture.<br>7. Any other duties as directed by the Head of College / Department, or their nominated representative expected within the grade definition.<br>8. To ensure that risk management is an integral part of any decision-making process, by ensuring compliance with the University's Risk Management Policy |
| **Professional Services Values** | 9. All Professional Services areas at Swansea University operate to a defined set of Core Values - Professional Services Values and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.<br><br>**We are Professional**<br>We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality.<br><br>**We Work Together**<br>We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation, and challenge to deliver services that strive to exceed the needs and expectations of customers.<br><br>**We Care**<br>We take responsibility for listening, understanding, and responding flexibly to our students, colleagues, external partners, and the public so that every contact they have with us is a personalised and positive experience.<br>Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. |
| **Person Specification** | **<u>Essential Criteria:</u>**<br>**Values:**<br>• Demonstrable evidence of taking pride in delivering professional services and solutions.<br>• Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers.<br>• Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience |

**Qualification:**

- Educated to degree level, with a Chartered Accountant qualification (or equivalent professional qualification / experience).

**Knowledge and Skills:**

- Detailed knowledge of the University Financial Policies and Procurement Procedures, and the ability to apply them in a work environment.
- Thorough understanding of the aims and objectives of both the SAIL and SeRP work programmes, particularly their business, governance and financial models.
- Excellent leadership skills, with the ability to manage and motivate a team with wide-ranging roles and a demanding workload, ensuring that team structures are resilient and effective, and that individuals are empowered to grow and thrive.
- Innovation skills and a commitment to continual improvement of the standards of the team, coupled with the ability to enable change and improvement within the constraints of a large public sector organisations.
- Excellent organisational and time management skills with ability to manage competing pressures and prioritise both their own and their team's workload.
- Excellent communication skills both written and oral with the ability to communicate complex information confidently to a range of individuals and groups including external stakeholders.
- Good interpersonal skills – the ability to collaborate and build relationships with internal and external stakeholders.

**Experience:**

- Experience of supporting large scale / complex procurements, preferably within a University or public sector environment.
- Demonstrable experience of successfully leading a team within a structured administrative environment, including maintaining databases / document management systems or similar.
- Evidence of successfully leading change / developing services within an academic or other public sector environment. delivering accurate, consistent, efficient, and systematic information, producing reports on time and to the required standard.
- Evidence of producing high quality funder / stakeholder reports for large scales programmes or investments.
- Experience of working collaboratively and co-ordinating others.
- Demonstrable experience of developing positive stakeholder relationships.

**Desirable Criteria:**

- Ability to communicate in Welsh
- Previous experience of a senior business focussed role within the data science sector
- Previous experience of using service management tools e.g. JIRA servicedesk

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| **Welsh Language Level** | Level 1 – 'a little' - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course.<br><br>For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available here. |
| **Additional Information** | Informal enquiries: Julie Kennedy (j.e.kennedy@swansea.ac.uk) or Jon Smart (jon@chi.swan.ac.uk) |