



## Finance Operations

### Head of Finance Operations

#### Job Description

##### Job Grade

LSU Scale 10 £39,348- £44,263.

##### Job Purpose

This position will play a key role in ensuring the financial sustainability and operational excellence of Loughborough Students' Union (LSU) and will provide strategic direction of financial and related operational functions. The Head of Finance Operations will be expected to proactively identify opportunities for improvement, streamline processes, and implement data-driven solutions to enhance the efficiency and effectiveness of the organisation. Collaborating closely with the Interim-CEO and the Director of Social Enterprise, as well as other staff to ensure excellent management information is available to ensure robust decision-making supports delivery of our strategy.

*This is offered as a fixed term position until 31<sup>st</sup> July 2025 in the first instance, aligned with the CEO recruitment timetable.*

##### Organisational Responsibility

Reports to the Interim-CEO

##### Job Duties

###### Key responsibilities

Provide qualified expertise and guidance to the Senior Leadership and Finance Teams to ensure LSU meets all financial legal and regulatory requirements.

- Contribute to the strategic planning and financial management of LSU
- Provide professional challenge, support and advice, to balance operational priorities, obtaining best value and effective use of resources.
- Ensure robust financial controls, accurate reporting, and compliance with relevant regulations.
- Drive continuous improvement in operational processes and systems.
- Take the lead on financial accounting and reporting
- Prepare 3-year Business Plan, 12-month budget and rolling 6-month review of the Business Plan and budget
- Document, implement and operate financial controls as necessary and appropriate to an organisation of the Unions size and complexity
- Provide advice and guidance on financial systems and procedures and ensure deployment of all internal controls
- Prepare, communicate and present critical financial matters to the Finance and Risk Sub-Committee and the Board of Trustees

- Provide high level support to the Interim-CEO and Directors on the annual budgeting and planning process.
- Provide regular financial analysis and forecasts to manage the annual budgets
- Collaborate with colleagues to ensure that LSU carries appropriate insurance cover to protect its assets, and for all aspects of its operational activities and ensure that all claims are managed within the Unions risk profile
- Oversee the Union's investment and reserves policy
- Ensure that an effective financial and reserves strategy is in place and oversee the associated investment and reserves policies
- Take lead responsibility for bank transactions, ensuring appropriate separation of duties relating to payments and maintaining accurate records of authorised signatures.
- Ensure all cash generated throughout LSU, is effectively accounted for, counted, recorded accurately and banked.
- Coordinating the annual audit process including liaising with external auditors and the Finance and Risk Sub-Committee of the Board of Trustees

**Support and empower Heads of Department and Line Managers to effectively manage their budgets:**

- Effective signposting to LSU finance policies and procedures.
- Advise and support managers and ensure actions are followed up in line with policy requirements.
- Maintain a list of budget holders and approval limits, providing regular management accounts and budget information to colleagues.
- Internally audit existing information systems and make improvements to maintain compliance.
- Act as primary contact with software vendors.

**Other Duties and responsibilities**

- Provide full line management to colleagues in the finance team, including recruitment, induction and leading performance and development reviews.
- To ensure good record-keeping in line with Data Protection legislation and privacy notices as appropriate.
- To drive own self-development and undertake any training and development deemed appropriate for the position.
- To contribute to LSU wide across activities and undertake other work that may be deemed commensurate with the role.
- To undertake other work that may be deemed commensurate with the role.

**Points to Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

All staff have a statutory responsibility to take reasonable care of themselves, others, and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the LSU's Health, Safety and Environmental Policy & Procedures.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. All staff should hold a duty and commitment to observing the LSU's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Union policies/procedures.

Like diversity, sustainability in the operational running of our SU relates to the day-to-day practices of all job functions and to this end all staff should hold a duty and commitment to support LSU to make environmentally sustainable choices.

Successful completion of probation will be dependent on completion of the LSU's mandatory courses which include Respect at Work, Health and Safety and Data Protection.

### **References**

If you are offered a position, this will be subject to the receipt of satisfactory references. Referee details will be requested at the point you are offered the position to adhere to relevant data protection legislation.

### **Conditions of Service**

#### **Salary**

The position is offered on LSU Scale 10 (pro-rata for part-time). Offers will be made at a pay point appropriate to the skill and experience of the successful candidate. Appointments made prior to April 1st will be eligible to be awarded an increment in accordance with the annual increment process.

#### **Working hours and location**

This role is appointed at 35 hours per week, 52 weeks per year. This role may require some flexibility outside of normal working hours during evening, weekends to support pre-arranged activities across LSU full operational hours. You will be primarily based in the Union Building, Ashby Road, Loughborough. Whilst LSU supports flexible working wherever possible, requests will be balanced against organisational need. Job share applications would be considered.

For more information about working with LSU, please see our applicant pack, available from <https://lsu.staffsavvy.me/apply/>

For informal enquiries or more information about the role please contact Liz Monk, Interim CEO, [lizmonk@lsu.co.uk](mailto:lizmonk@lsu.co.uk)

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential	Criteria	Stage
Experience	Significant experience of working within a complex financial environment, with specific knowledge and experience of fulfilling a management accounting or business partnering role.	1, 3
	Experience of dealing with senior staff in a variety of complex, difficult and sensitive situations.	1, 3
	Experience of successfully leading a team as well as working independently.	1, 3
	Experience of developing systems and processes.	1, 3
	Experience of using Finance and Payroll management systems, databases, and advanced Office 365 functions.	1, 2, 3
	Experience of Data Protection responsibilities and need to always maintain confidentiality.	1, 2, 3
Skills and abilities	Flexibility and the ability to adapt to a changing work environment.	1, 2, 3
	Ability to demonstrate problem-solving skills, using initiative and judgement in more complex situations.	1, 2, 3
	Able to plan, prioritise and work independently and to deal with unforeseen problems and circumstances effectively.	1, 2, 3
	Able to work under pressure and meet competing deadlines.	1, 2, 3
	Excellent interpersonal, organisational, oral, and written communication skills.	1, 2, 3
	Able to work with accuracy and attention to detail.	1, 2, 3
	Advanced practical IT skills particularly excel	1, 2, 3
	Able to engage a wide variety of stakeholders in written and verbal media.	1, 2, 3
	Working knowledge of relevant legislation (including but not limited to restricted income for charity sector, income tax, VAT, reporting to companies house etc)	1, 3
	Able to confidently treat information with discretion and confidentiality.	1, 3
Training	Demonstrate evidence of having undertaken further training.	1, 3
Qualifications	Fully qualified accountant with a recognised qualifying body (ICAEW, CIPFA, CIMA, ACCA)	1
	Educated to degree level or equivalent professional experience	1

Desirable	Criteria	Stage
Experience	Experience of working in within the charity finance.	1, 3
	Experience of working in higher education	1, 3

	Experience of producing, interpreting and using management information to inform business process definitions and working practices.	1, 3
	Experience of using complex information management systems, databases, and advanced Office 365 applications (such as Forms)	1, 2, 3
	Experience of handling Subject Access Requests and other data protection related tasks	1, 3
	Experience of using Staff Savvy, Sage HR, Jotforms or SUMS (Student Union Management System)	1, 3
Skills and abilities	Skills and abilities to investigate, develop, trial, and implement new procedures as and when required.	1, 3
Qualifications	Other business management qualification	1, 3
	Payroll qualifications	1, 3