



JOB DESCRIPTION

JOB TITLE:	HEAD OF FINANCE & OPERATIONS
RESPONSIBLE TO:	CEO
RESPONSIBLE FOR:	Departmental staff & resources
SALARY:	Undeb Aber Manager grade
HOURS:	Full-time, annualised hours, to be worked flexibly in negotiation with line manager.
DATE OF WRITING:	31 st August 2016

PURPOSE OF ROLE

To oversee the management, delivery and development of Undeb Aber's finance activity, managing resources, ensuring that appropriate protections are in place, and reporting financial performance and information.

To be a proactive member of the Undeb Aber Leadership Team, contributing to developing and achieving organisation wide objectives and strategy within budget.

DUTIES AND RESPONSIBILITIES

1. Leadership & Management

- To be a proactive, supportive and responsible member of the Undeb Aber Leadership Team.
- To support the CEO and Leadership Team in the development, delivery, monitoring and evaluation of long term organisational strategy.
- To commit the resources of this department to advancing the collective purpose and strategy of Undeb Aber.
- To provide effective management of the staff resources of the department, including supporting, empowering and challenging staff to succeed within budget.
- To commit to the development of the department staff to promote excellence in staff impact and achievement.
- To apply the Undeb Aber HR and staff management policies consistently and effectively

- To support Officers and Representatives to do a great job of representing and influencing for Undeb Aber's members
- To work with other managers, departments and partners to advance the collective goals of the SU
- To encourage and promote partnership working between staff, departments and organisations to achieve mutually beneficial objectives
- To effectively and responsibly manage the budgets and resources designated for use by this department.

2. Resource Management

- To support the CEO in the preparation and approval of the annual budget, including working with budget holders to prepare their departmental budget requests.
- To support managers and departments to effectively undertake their duties with high quality financial advice and support.
- To ensure Undeb Aber has in place appropriate policies and procedures for the effective and secure management of cash resources, procurement, financial risk and debt collection to protect the interests of Undeb Aber.
- To ensure robust, practical policies and protocols for the access and management of student groups' funds.
- To maintain a register/file of Undeb Aber contracts and liabilities, advising management on duties, responsibilities, liabilities and terminations as required.
- To maintain a register of Undeb Aber assets applying depreciation policy as advised by the auditors.
- To ensure systems are appropriate and effective in the completion of financial responsibilities, e.g. payments, invoicing, statements etc.
- To keep accurate records of all financial data as per relevant legislative and best practice guidelines.
- To ensure Undeb Aber is adequately insured to cover the full range of activities and undertakings, protecting Trustees from personal liability.
- To seek advice from external professional sources regarding matters of compliance, for example with VAT, insurance, pensions and debt collection.
- To provide training and support to staff and student group leaders to enable them to effectively fulfil their financial responsibilities.

3. Reporting & Compliance

- To produce monthly management accounts, detailing actual financial performance versus budget, advising the Leadership Team of variances and suggested solutions.
- To produce a Finance Report for each meeting of Trustees, accompanying financial data with written commentary, advising Trustees of actual performance versus budget and detailing the management response.
- To support the annual audit work, including the appointment of auditors, and the processing of the final audited accounts.
- To submit the annual return to the Charity Commission.

- To submit VAT returns as appropriate and required, ensuring Undeb Aber pays the correct amount of VAT.
- To ensure Undeb Aber reports financial performance to the AU governance structures as required by the Code of Practice.

4. Other Duties:

- To attend meetings, conferences and training events that may support the effective achievement of the above tasks, and which may promote Undeb Aber's interests, locally, regionally and nationally.
- To positively promote and uphold the values and policies of Undeb Aber.
- To be an advocate for Undeb Aber and our work, locally, regionally and nationally as opportunities arise.
- To work within the terms of the governing documents of the Union, principally the Constitution.
- To contribute to Students' Union publications and informational materials.
- To uphold reasonable expectations regarding health and safety, data protection and other relevant regulations and legislation as appropriate.
- To assist in key Students' Union events throughout the year including Welcome Week & Elections
- Have a flexible approach to duties and work and, in particular, adopt a teamwork style with departments and activities across the Union. This may involve undertaking duties in support of the activities and services of other departments
- Environmental consideration and environmental best practice is the responsibility of all Students' Union staff
- To contribute to Union projects and participate in working groups
- To demonstrate Students' Union behaviours & standards in daily working life

Changes to Job Description

This job description may be subject to modification or amendment at any time following consultation with the post holder.

This job description is not intended to be an exhaustive list of tasks carried out by the post holder. It does, however, set out the main expectations of the Union in relation to the post holder's duties and responsibilities and the post holder may be expected to undertake alternative/additional work commensurate to the pay grade.