

HORWICH UNIVERSITY () THE ARTS

We are one of the great British art schools: a specialist creative arts university that draws on 175 years of history, with our focus on the future and the role of creativity in addressing global challenges and opportunities.



For further information on Norwich University of the Arts and our Community please visit www.norwichuni.ac.uk

We celebrate diversity and believe it to be at the core of any creative endeavour. Whatever your background, identity and prior experience, wherever you are from, we want you to bring your whole self to work each day, in an environment that recognises your unique contribution.

In choosing to work at Norwich University of the Arts, you will join a community of creative academics, technicians and professional experts who are committed to delivering exceptional Creative Arts Education, Research and Knowledge Exchange. You will work in a stimulating and critically engaged workplace, where the creativity of all our students will develop because of your commitment.

We are renowned for our teaching quality. We have been awarded Gold in the Teaching Excellence Framework (TEF) with the highest possible rating. We are the only creative arts and design university with a triple gold TEF rating.

We are in the Top 10 for Teaching Quality in the 2022 Sunday Times Good University Guide. We are the highest climber in the Complete University Guide 2023 – the highest-ranked specialist creative arts university outside London and were named University of the Year for Student Retention by the Sunday Times 2020 Good University Guide for the support we offer from pre-enrolment to post-graduation.

You will work in the heart of Norwich. We are proud of our award-winning campus, which has played a pivotal role in regenerating an exciting quarter of the city.

Our 21st century teaching spaces and workshops are housed in renovated buildings with Medieval, Victorian and Edwardian heritage. Norwich University of the Arts won the Outstanding Estates Strategy Award at the 2018 Times Higher Leadership and Management Awards.

In support of its new Strategy, the University has recently acquired a new building in the heart of Norwich. Bank Plain, a former bank, is an additional 37,000 sq. ft of space and an ambitious commitment to being a high profile, civic university championing the creative arts.

Ninety-four per cent of our graduates are in work or further study six months after graduation, and Norwich University of the Arts won a Guardian University Award for Employability and Entrepreneurship in 2019 for our innovative 'gamification' of careers advice. You will find our graduates in key positions across and beyond the creative sector and industries.

There are of course Oscar nominees and BAFTA winners, but also rising stars who are honoured across the creative industries: from D&AD Pencil winners, to emerging fine artists, photographers and fashion designers.

We understand that making career choices requires careful consideration. We hope that as you learn about us you will be inspired by our ambitions for the future.

Professor Simon Ofield-Kerr, Vice-Chancellor



Committed to equality and valuing diversity

Norwich University of the Arts is committed to being an inclusive community that offers equality of opportunity and enables our staff and students to flourish and succeed, regardless of their background or personal circumstances.

Our commitment to equality, diversity and inclusion is embedded in everything that we do. We celebrate the diversity of our backgrounds, cultures and actions, promoting art and design as a catalyst of social change.

As such, we are champions for the creative arts; empowering all of our students to be valued and productive members of society, with ambitions to change the world.



Situated in the historic city centre of Norwich, with an impressive estate that encompasses both historic buildings and brand-new state of the art facilities, the University is a vibrant community that forms the beating heart of the city and region's arts and cultural worlds.

Head of Finance Operations and Systems

37 hours per week for 52 weeks per year

Salary:

From £46,735 to £55,755 per annum

Closing date for applications: 28th April 2025 at 5pm.

Interviews will be held on: 14th May 2025

We are looking for a talented, experienced and enthusiastic finance professional to join the University in the role of Head of Finance Operations and Systems.

Critical to the success of the University and reporting to the Director of Finance and Planning, you will be responsible for overseeing the running of the University's financial operations, ensuring that they are effective, efficient and compliant. You will also lead on the continual improvement of all finance systems and processes, through the harnessing of new technologies and best practice. This will include playing a lead role in the installation of a new finance IT system (called bluQube) by the end of 2025.

To be successful, you need to demonstrate excellent analytical skills, with the ability to organise and analyse complex data and information and present this in a clear and concise format. You will have the ability to develop and maintain effective customer-led relationships with departmental managers, have a high standard of accuracy and attention to detail, along with excellent Microsoft Excel skills and well-developed written and oral communication skills.

You will have significant experience of leading a finance team. You will be educated to degree level or AAT Level 4 and have a full CCAB accountancy qualification (or working towards one).



Job Description

Head of Finance Operations and Systems

Reporting to: Director of Finance and Planning





Job Purpose

To oversee the running of the University's financial operations to ensure that they are effective, efficient and compliant.

To oversee all finance IT systems and processes, including identifying and implementing efficiency gains made possible through the harnessing of new technologies and best practice.

To lead on the installation of a new finance IT system (bluQube) by the end of 2025.



Main Responsibilities

- Line management and supervision of all Finance Assistants (currently six in total) and the Senior Finance Assistant, ensuring efficient working methods are maintained to meet deadlines, while achieving high standards of accuracy.
- Leading on the continual improvement of Finance systems and processes, including through the use of emerging technologies. To include the new finance IT system (bluQube) as well as other systems relevant to the University s finances, such as the HR and student records systems. To lead on the change management and training required to ensure that any such improvements are fully realised.
- Oversight of the University's liaison with its external payroll bureau (TU Pay) and overall responsibility (alongside the HR team) for ensuring accurate payroll records are maintained. Dealing with enquiries from staff regarding pay and pensions. Reconciling pay reports and posting payroll data to the finance system.
- Reviewing month end purchase ledger, sales ledger, petty cash and bank reconciliations, and follow up as necessary
- Oversight of credit control procedures, meeting students to discuss debts as appropriate and agreeing repayment schedules. Participation in debt management meetings. Monitoring of debt levels.
- Completion of VAT returns and dealing with other VAT related matters.
- Maintenance of the fixed asset register, including acquisitions, disposals, capitalisation and depreciation processes.
- Annual reviewing and updating of the Student Fees Payment Policies and a summary table of all tuition fee rates, discounts and scholarships.

- Ensuring that adherence to the University s financial regulations and written procedures is maintained.
- Maintaining and reviewing the Finance intranet site.
- Conducting finance inductions for relevant non Finance staff, such as budget holders.
- Liaison with colleagues in other departments, in particular Human Resources, Academic Registry and Student Support, to ensure cross departmental issues are considered and resolved.
- Oversight of hourly paid contracts and casual staff pay issues.
- Oversight of travel and expense claims.
- Membership of the Finance department's management team, along with the Director of Finance and Planning, the Finance Manager External Reporting and the Finance Manager Internal Reporting.
- Deputising for the Director of Finance and Planning as necessary.
- Providing cover for other Finance colleagues as necessary.
- Assisting with costings, statutory returns and management accounts as required.
- Assisting with the production of the University's annual financial statements.
- Maintenance of five year salary forecasts.



Person Specification

Essential

- Educated to degree level or a qualified accounting technician (AAT Level 4)
- Full or part CCAB qualification (ACA/ACCA/CIMA/CIPFA)
- Line management experience
- Experienced user and developer of finance IT systems
- Ability to plan, organise, and prioritise own workload effectively in an environment with demanding deadlines
- Proven experience of working at a manager level in a target driven finance environment
- Excellent analytical skills, with the ability to organise and analyse complex data and information and present this in a clear and concise format
- Ability to develop and maintain effective working relationships with both internal and external stakeholders
- Excellent Microsoft Excel skills

- Working knowledge of VAT, income tax and National Insurance rules
- A high standard of accuracy and attention to detail
- Proven ability to maintain discretion and sensitivity when dealing with confidential information
- Ability to make independent decisions within the confines of role responsibilities, but also have the flexibility to work as part of a larger team
- Well developed written and oral communication skills, including the ability to communicate effectively with senior post holders and staff at all levels

Desirable

• Experience of the Higher Education sector

Further Information

Equality, Diversity and Inclusion

It is important that our University community supports our policy on equality, diversity and inclusion and that each of us reflects this in the way that we work.

Health and Safety

We are all responsible for helping to make the University a safe and healthy place to work and study, ensuring that we are compliant with our Health and Safety Policy.

Policies and Procedures

We should keep up to date with the University's policies and processes which are usually available on our intranet, reflecting these in the way that we work.

Staff Development

Our performance and development activities include appraisal and development reviews, participation in learning and development, and a personal responsibility to maintain our own subject knowledge.

Confidentiality

We must maintain appropriate confidentiality in relation to our work and that of the University.

Variation to Job Description

We may vary your duties and responsibilities outlined in the job description to reflect the changing needs of the University.



General Information

Terms and Conditions of Appointment

On appointment, you will receive a full statement of terms and conditions for your role.

Duties

Your duties and responsibilities are outlined in the job description

Starting Date

This post is offered on an indefinite basis to commence as soon as you are available.

Hours of Work

The standard hours of work are not less than 37 hours per week.

Salary

The salary for this post is Grade 8, which is from £46,735 to £55,755.

Annual Leave

Your annual leave entitlement will be 26 days per annum on appointment, rising to 28 days per annum between 3 and 5 years of service, and 30 days per annum after 5 years of service by the commencement of the annual leave year, plus 8 statutory days (pro rata). In addition, the University may grant 4 or 5 concessionary days leave per year when the University is closed.

Pension

Employees have the benefit of joining the Local Government Pension Scheme, a defined benefit pension scheme which builds up a pension on a "Career Average salary basis to which the University currently contributes an additional 25.3%.

As a member of the scheme, you would be provided with a secure future retirement income, independent of share prices and stock market fluctuations. There is also cover in the event of early retirement on the grounds of permanent ill health, redundancy or business efficiency. Plus you have the option, on retirement, to exchange part of your pension for some tax free cash.

From the moment you join, the benefits of the pension scheme also include life cover and family benefits for partners and children in the event of your death.

As a member of the Local Government Pension Scheme you have the security of these valuable benefits at a relatively low cost to you. You can find out more about the pension scheme by visiting the Norfolk Pension Fund website at https://www.norfolkpensionfund.org

Interview Expenses

Reasonable travel and incidental expenses will be reimbursed when agreed in advance in line with the University's Candidate Interview Expenses Guidelines which are available on request.

Offers of Employment

All provisional offers of employment are subject to evidence of eligibility to work in the UK, verification of qualifications, satisfactory references and medical assessment process.

If you are unsure of your right to work in the UK you can use the Gov.uk visa checking tool to establish your eligibility and options relating to visas.

Please be aware that all visa routes have their own eligibility criteria and not all roles/applicants will be eligible for sponsorship under the Skilled Worker visa route

Referees

References will not normally be taken up unless a provisional offer of employment is made.

All offers of employment are subject to receipt of satisfactory references covering current or most recent employment and the past three years of work.



Application and Recruitment Process

Job Description and Person Specification

Within this pack you will find the job description and person specification for the post for your consideration before you complete your application form.

The Job Description provides information about the main duties and responsibilities for the position. It also explains the purpose of the post.

The Person Specification sets out the experience, skills, abilities and characteristics to perform the duties in the job description.

We recognise that candidates may sometimes not meet all of our requirements. If you like what you've seen so far, we would still like to hear from you.

Application Form

We ask that applicants complete the application form in full and as clearly as possible.

You may, if you wish, submit a CV with your application form. However, we are unable to accept CVs without a fully completed application form.

The application form is the first stage in the recruitment and selection process and is a key element in being short listed for an interview and the possible offer of a job.

Equal Opportunities Monitoring

As part of our commitment to equality, diversity and inclusion, we monitor the diversity of our workforce and applicants to help us review the effectiveness of our policies and procedures.

To help us with this, we ask that you complete the Equal Opportunities Monitoring section of the application form.

Submission of Application Form

Please submit your completed application form to jobs@norwichuni.ac.uk

Please note that we can only accept application forms in either PDF or DOC format.

The closing date for this vacancy is: 28th April 2025 at 5pm.

We regret we are unable to accept late applications.

Interview Arrangements

Interviews will normally be held on campus.

We will be in touch to let you know if you are shortlisted for interview.

The date of the interview will be: 14th May 2025.

Due to the high volume of applications we receive we are unable to provide you with feedback.

If you are shortlisted, we will ask you to provide us with evidence of your eligibility to work in the UK.

