Finance Manager
Information for Candidates

Sainsbury Wellcome Centre for Neural Circuits and Behaviour at UCL
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JOB DESCRIPTION

Vacancy Reference: 1688552
Job Title: Finance Manager
Department: Sainsbury Wellcome Centre
Salary: £55,163 - £59,981 per annum inclusive of London Allowance
Grade: 9
Hours: 36.5 per week (full-time, 1.00 FTE)
Reports to: Centre Manager
Responsible for: Centre Finance Team with financial oversight of staff involved in finance and purchasing across the Centre’s laboratories and scientific support facilities

About the Sainsbury Wellcome Centre

The Sainsbury Wellcome Centre (SWC) commenced research operations in Spring 2016 bringing together world-leading scientists to investigate how brain circuits process information to generate perception, form memories and guide behaviour. Developed through the vision and partnership of the Gatsby Charitable Foundation and Wellcome, and with substantial investment from these partners, the mission of SWC is to generate and test experimentally tractable theories of brain function.

The Centre will comprise around 14 highly interdisciplinary experimental research groups accommodated in a new, purpose-designed building, offering an outstanding and unparalleled research environment. SWC scientists use a broad spectrum of the latest advances in molecular and cellular biology, imaging, electrophysiology and behavioural techniques and enjoy state-of-the-art research laboratories, cutting-edge scientific equipment, technologically-advanced prototyping and fabrication laboratories and custom in-house high-performance computing facilities. The full complement of scientists in the Centre is expected to reach around 150 together with circa 50 dedicated support staff.

Further details about the Sainsbury Wellcome Centre can be found at www.ucl.ac.uk/swc.

Further details about UCL can be found at www.ucl.ac.uk.

Professional Services at the Sainsbury Wellcome Centre

The Sainsbury Wellcome Centre has a specialist and experienced professional services team led by the Centre Manager. It is structured to efficiently support research activity and deliver effective management and operational leadership of SWC.

SWC prides itself on offering a high quality administrative, technical and operational support function, and fully supports the professional development and progression of its staff, actively encouraging colleagues to learn new skills and broaden their experience. SWC is supported in this aim by UCL’s Organisational Development team (http://www.ucl.ac.uk/hr/od/), who run a wide range of training programmes for all staff types and grades.

SWC offers staff an award-winning work environment in the heart of Bloomsbury with an on-site brasserie, access to lockers and changing facilities, secure bicycle storage, and access to pleasant outdoor spaces. The Centre also offers the full range of UCL staff benefits, including a generous annual leave entitlement, occupational pension schemes, excellent family-friendly policies such as occupational shared parental pay, a work-life balance policy, and a range of financial benefits such as a season ticket loan scheme and staff discounts. Further information can be found online: http://www.ucl.ac.uk/hr/benefits/employee_benefits.php.
The Role of the Finance Manager

The Finance Manager is a senior and key member of the SWC management team, responsible for the Centre’s financial management and related accountability, and with oversight of the financial affairs of SWC at both a strategic and operational level. SWC is entirely externally-funded and all of the Centre’s operating costs (all staffing, all facilities and operating costs, etc.) are met through external awards. You can expect to hold responsibility for the management of upwards of £14M per annum, working closely with the Director, Centre Manager and Chief Scientific Officer (CSO) to ensure the Centre meets its strategic aims and all necessary commitments within its available resource. It is envisaged that the Centre’s core grants will be awarded on the basis of five-year cycles with renewals subject to successful quinquennial review processes.

You will need to keep up to date with relevant UCL policies and procedures and with the changing external funding environment for higher education, most notably in relation to the funding policies of the Higher Education Funding Councils, Research Councils, and relevant charitable bodies. You will be the Centre’s primary financial contact for the Centre’s funders, for staff seeking advice on finance-related matters and for senior finance staff within UCL’s Central Finance, School Finance and faculty divisions.

Educated to degree level, you will hold a professional accountancy qualification and have significant post-qualification experience gained in comparable senior financial management roles. You must be able to demonstrate initiative and leadership, inspire confidence and possess excellent organisational, oral and written communication, and interpersonal skills. Experience in higher education financial management and knowledge and experience of higher education funding mechanisms is strongly desired for the role.

This post is funded until 31 July 2021 in the first instance; the Centre’s external funding is awarded in five-year tranches subject to periodic funder review. Subject to successful grant renewal, staff posts will be extended in line with successive funding periods.

Main Duties and Responsibilities

- Delivery of comprehensive, effective, strategic and professional management of SWC’s considerable financial resources, providing high-level strategic advice to the Centre Director, Centre Manager and CSO and assuming operational leadership for the Centre’s finance function.

- Line managing finance personnel (presently a Stores Manager with a key purchasing remit) including undertaking appraisals and identifying training and development requirements.

- Establishing and implementing robust financial processes, ensuring these are in line with institutional and funder policies; regular review of operational needs and of practices and procedures, ensuring these remain fit for purpose, implementing improvements as necessary.

- Preparation of annual and five-year financial forecasts and periodic and year-end income and expenditure reports for the Centre’s core funders, Board of governance, SWC management and senior School/Faculty finance personnel.

- Establishing and maintaining effective local administrative systems for monitoring and audit and the retrieval of information for reporting purposes.

- Pre- and post-award grants management and administration including: provision of high-level guidance and support on grant submissions (including funder requirements); advising on and generating research costings; approving submissions on behalf of SWC; set-up of awarded grants, including ensuring any necessary contractual agreements are in place (e.g. consortium agreements, contracts for sub-contracted services, CDAs, MTAs, etc); proactive support to budget holders to help ensure effective management of awarded funds.
• Developing and maintaining effective and professional working relationships with relevant senior Finance staff across UCL and with the Centre’s external funders, most notably its core funders.

• Providing a point of reference within SWC for finance-related queries, ensuring advice and guidance provided complies with relevant Financial Regulations, policies and procedures, sponsor terms and conditions and relevant legislation (e.g. VAT).

• Taking forward, in conjunction with SWC Management, new developments and initiatives.

• Deputising for the Centre Manager when required in areas within the knowledge and experience of the post holder.

The above description is not exhaustive and the post-holder will be required to undertake any other duties as may reasonably be requested within the scope, spirit and purpose of the post. Job descriptions are reviewed on a regular basis including at the annual appraisal. As duties and responsibilities change, the job description may be amended in consultation with the post-holder.

SWC has a relatively small professional services team. Role responsibilities are typically broad. The role holder will be expected to cover a range of responsibilities from high level strategic financial advice and management to more mundane aspects of financial administration such as setting up new project codes, ensuring timely payment of invoices and correcting miscodes on the research ledger.

The post-holder will be expected to actively follow all UCL policies and procedures including Equal Opportunities, maintain an awareness of Fire and Health & Safety Regulations, attend management meetings and undertake such training and development as may be required for the post.

All staff are required to act professionally, co-operatively and flexibly in line with the requirements of the post.
Selection Criteria

The selection criteria outline the skills, knowledge and experience required in order to perform this role. Applicants will be selected based on how well they demonstrate that they meet the essential criteria for this particular role.

Qualifications

- Educated to degree level with a professional accountancy qualification and with significant post-qualification experience gained in comparable senior financial management roles.

Knowledge and Experience

- Experience of strategic and operational financial management, preferably in a research-focused environment such as a higher education institution, research institute or research funding body.
- A clear understanding of the nature of research funding in UK higher education.
- Extensive experience of strategic financial planning, forecasting, preparation of financial statements and business plans, and of presenting financial reports to boards of management and governance or similar.
- Experience and understanding of pre- and post-award grants management, and of costing and pricing research based on full economic costing methodologies.
- Knowledge of the major UK and European funding bodies, and related funding policies and procedures.
- Experience of line management including motivating, appraising and developing staff.

Skills and Abilities

- Excellent IT skills with the proficient and confident use of Microsoft Office especially Excel at Advanced level, as well as knowledge and prior use of computerised financial systems and research or project costing tools.
- A high level of financial literacy and numeracy, a high standard of English, excellent oral and written communication, interpersonal and influencing skills.
- Excellent organisational skills, with the ability to work proactively on own initiative, manage and prioritise a diverse and demanding workload and work to deadlines whilst maintaining a high level of accuracy and attention to detail.
- Strong analytical and practical problem-solving skills with the ability to synthesise complex information.
- The ability to exercise discretion and sound judgement, demonstrate initiative and leadership and inspire confidence.

Other Requirements

- An understanding and appreciation of the mission and research environment of the SWC, and a commitment to the establishment of the SWC as a world-leading research centre
- Able and willing to work flexibly to meet the needs of the Centre.
Contact Us

If you have any queries relating to the vacancy or how to apply please contact the SWC HR team, swc.hr@ucl.ac.uk, +44 (0)20 3108 8011.

Applying for the Role

To begin the online application process, please access the advertisement by searching for it on the UCL vacancy search page (http://www.ucl.ac.uk/hr/jobs/) using the vacancy reference number, and click on the “Apply Now” button at the bottom of the vacancy advertisement.

Please complete the online application form, and use the supporting statement section to outline how you meet the selection criteria. Applications will be shortlisted based on the strength of the examples used to demonstrate that the applicant meets the selection criteria.

Please note that there is a limit of 2,500 words to explain how you meet the essential criteria, and a limit of 2,500 words to explain how you meet the desirable criteria.
Pre-employment Checks
Confirmation of appointment will be subject to receipt of satisfactory references, verification of proof of right to work in the UK and to satisfactory pre-employment health and security screening.

Salary
Starting salary will be on the Grade 9 scale according to relevant skills, knowledge, experience and achievement. Cost of living pay awards are negotiated nationally and are normally effective from 1 August each year.

Pension
Post-holders will be eligible to join the Universities Superannuation Scheme (USS), subject to the Scheme's rules and eligibility conditions.

Conditions of Service
Conditions of Service for Research and Professional Services Staff can be found at: http://www.ucl.ac.uk/hr/salary_scales/Support_Research_tcs.php.

Probation
Appointments are subject to a probationary period of 9 months.

Hours of Work and Overtime
Appointments will be full time. UCL’s weekly hours of work for a full-time post are an annual average of 36.5 hours.

Annual Leave
Staff are entitled to 27 days annual leave per year (pro rata for part-time staff). In addition, staff are entitled to 8 days public and statutory holidays, and 6 UCL closure days with pay per year.

Location
The Sainsbury Wellcome Centre is located in the heart of London around five minutes' walk from the main UCL campus. The mainline railway stations at Euston, King’s Cross, St Pancras, Marylebone and Paddington are within easy reach as are the London Underground stations located at Warren Street and Goodge Street.

Equal Opportunities
UCL's equal opportunity policy is that in the recruitment, selection, education and assessment of students, and in the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual meets, or is likely to meet the requirements of the programme or course or post. The requirements being met, no student or employee will be discriminated against on the basis of their sex, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs on matters such as religion and politics.

UCL is committed to providing a learning, working and social environment in which the rights and dignity of all its members are respected, and which is free from discrimination, prejudice, intimidation and all forms of harassment including bullying. This Policy means that all students and employees of UCL have the right to study or work in an environment free from discrimination, prejudice and all forms of harassment or bullying. UCL is committed to a programme of action to ensure that this and other equalities policies are implemented and monitored at an organisational and individual level.