

# JOB DESCRIPTION

<b>Job Title</b>	<b>Associate Director Financial Control</b>		
<b>Reports to</b>	<b>Executive Director, Finance</b>		
<b>Department</b>	<b>Finance</b>		
<b>Job Family</b>	<b>Business Services</b>	<b>Level</b>	<b>5</b>

## About the School

At London Business School, we strive to have a profound impact on the way the world does business and the way business impacts the world. Our departments work hard to ensure that we are continually delivering a world-class service, academic excellence and that our course offering maintains our place as a leading business school.

With thought-leading faculty and dynamic learning solutions, we empower both businesses and individuals by offering a transformational learning experience that will broaden their professional knowledge and global mindset. As well as offering postgraduate courses for the business leaders of the future, we run open and customised executive courses for professionals and corporate clients that help leaders identify the future focus and strategic direction of their businesses.

With London in our hearts, we draw from its status as a financial, entrepreneurial and cultural hub to attract a diverse range of students and faculty, creating an abundance of opportunities to network with industry experts and alumni worldwide.

## About the Department

Finance plays a key role delivering change and supporting planning to achieve the School's strategy over the longer term. The team provides a full financial service to all areas of the School and in particular:

- Strategic planning and analysis support to the School's senior executives.
- A comprehensive management information and business partner service to the School's senior management including planning budgeting and forecasting.
- A customer-facing finance service to support the day to day running of the School including all transaction processing services – purchase invoicing, payroll and expenses; banking and treasury management; sales invoicing and credit control; research grant funding support; and the processing, reconciliation of, and reporting on, fundraising.
- Full corporate governance and compliance provision to the School and its subsidiary companies including managing and reporting on internal controls; financial accounting and reporting; insurance, tax, VAT and legal, Office for Students and Charity requirements; and management of external audit.
- Purchasing and procurement support to the School's budget holders to deliver Value for Money

## Job Purpose

The Associate Director Financial Control will have overall responsibility for internal control within Accounts, the day-to-day running of the finance systems and the transactional finance team including Accounts Payable, Accounts Receivable (including credit control) & Treasury.

The main duties and responsibilities include (but not limited to):

- Management of internal control relating to Finance, including
  - maintaining a strong relationship with the internal auditors
  - ensuring all policies and procedures documents are up to date
  - ensuring financial controls within the department are adhered to
  - identifying and resolving control and procedural inefficiencies within the transactional finance teams.
- Responsible for the day to day operation of the finance systems including dealing with escalations.
- Manage the day-to-day cash balances ensuring
  - cash flow requirements are met
  - appropriate bank mandates and HSBC.net authorities are in place
  - the relationship with the School's bankers is maintained
- Oversee the activities of transactional finance teams including: minimising bad debt, accuracy and completeness of general ledger postings, resolving escalated issues and resolving issues identified through the monthly Accounts Controls Pack
- Ensure Executive Director, Finance is fully briefed on issues and suggestions for change.
- Any other duties as assigned by Executive Director, Finance

## Key Areas of accountability and Key Performance Indicators (KPIs)

### Key areas of accountability:

#### **Strategy and Planning**

- Contribute to the development of a vision/strategy for a department /division to enable the realisation of the London Business School vision.
- Develop and lead the implementation of plans for an area/department to support the achievement of wider departmental/organisational goals.
- Lead the development of Key Performance Indicators to support the assessment of the quality and efficiency of service delivery.

#### **Partnering and Service Delivery**

- Partner with relevant area to understand their strategic goals and provide subject matter expertise to support and facilitate effective decision-making.

- Provide technical guidance and recommendations as a subject matter expert in order to support the resolution of the most complex issues from all stakeholders, and develop precedents to improve service delivery within own specialist area.
- Provide professional advice and guidance to senior management, sharing expertise and information to support effective decision-making.

### **Analysis and Reporting**

- Analyse key themes from a wide range of data sources in order to identify issues and how different scenarios may impact upon London Business School and the delivery of its services.
- Produce reports, or oversee the production of reports in own area of specialism, to be used by senior management in the decision-making process.

### **Compliance**

- Lead the creation of policies and procedures for own area and help embed them across the School.
- Quality-assure the drafting of key policy documents to ensure full compliance with internal/external rules, regulations and legislation governing the delivery of business services and/or business/academic education.

### **Supplier/Contractor Management**

- Manage the tendering process to select contracts for the delivery of services, and provide ongoing oversight to, and engagement with large suppliers/contractors to ensure the School gets maximum value for money.

### **Collaboration and Relationship Management**

- Develop and manage ongoing relationships with key stakeholders to identify and deliver solutions that benefit all parties across London Business School.
- Establish networks across organisational peer groups and outside of London Business School to gather and share information to ensure that professional services are delivered in line with industry best practice.
- Take the lead on and/or represent the area/department in cross-departmental initiatives to enable London Business School to better meet its strategic goals.

### **Project Management**

- May manage projects in own area of specialism, or contribute to cross-School projects, providing subject matter expertise to help achieve projects objectives.
- Provide subject matter expertise to strategic, complex and/or high-impact projects to support their successful delivery.

### **Financial Management**

- Contribute to the development of budgets for the department.
- Lead the control of relevant budgets to ensure well planned, value for money and cost control.

### **Process Improvement**

- Use management information to recommend new/enhanced policies to support business improvement.
- Contribute to the development of new/enhanced policies, processes, solutions and systems, and lead on the implementation of improvements in a defined area of Business Services.

## **People Management**

Refer to People Managers Accountabilities in the JD framework covering:

- Core – understanding and applying thoughtfully the School's policies & procedures; ensure team members are aware of their rights & responsibilities and feel respected; take ownership of and proactively manage issues.
- Building a team
- Focusing the team
- Engaging the team
- Developing the team
- Managing Self

### **KPIs:**

- Well defined, clearly communicated and executed strategies and/or plans for area of work.
- Trusted adviser relationships developed with key stakeholders.
- Excellent stakeholder feedback.
- Development of high-quality policies and processes.
- Smooth operation of reporting cycle in own area producing highly-accurate data which informs decision making.
- Contribution to cross-School initiatives.
- Projects delivered on time, on budget and to quality standards.
- Accurate budgets developed, no overspend and value for money demonstrated.
- Contribution to continuous improvement in School rankings.
- High-quality work delivered by contractors and agencies.

### Knowledge/Qualifications/Skills/Experience required

- Bachelor's degree or equivalent experience.
- Professional qualification or equivalent experience.
- Excellent communicating and influencing skills, with the ability to negotiate, collaborate and influence.
- Experience of managing internal relationships at all levels.
- Demonstrable credibility and a network of contacts in an area of expertise.
- Subject matter expert in legislation, policies, tools or systems applicable to own area of specialism.
- Broad understanding of each of London Business School's activities and offerings.
- Ability to scan the horizon, identify industry best practice and translate this into future planning for own area of specialism.
- Proven financial management skills and commercial acumen.

<b>Staff</b>	<b>c12</b>
<b>Budgets</b>	<b>Nil</b>
<b>Date Updated</b>	<b>August 2022</b>