

Swydd Ddisgrifiad

Prifysgol Wreccsam
Wrexham University



Cyfadrn/Adran	Cyllid
Adran	Cyllid
Teitl y Swydd	Dirprwy Gyfarwyddwr Cyllid
Yn atebol i	Cyfarwyddwr Gweithredol Cyllid
Yn gyfrifol am	Cyllid
Gradd	Graddfa Cyflog Uwch Lefel 3

Prif Atebolrwydd

- Cefnogi'r Cyfarwyddwr Cyllid Gweithredol i ddarparu strategaeth ariannol y Brifysgol a sicrhau cynaliadwyedd ariannol.
- Darparu arweinyddiaeth strategol a throsolwg dros gynllunio strategol, gweithrediadau cyllidebol, cyflogres, pensiynau ac adrodd strategol.
- Sicrhau bod aliniad rhwng y tri thîm o fewn yr Adran Gyllid - Cynllunio ac Adrodd Ariannol, Cyfrifo Ariannol a Gweithrediadau a Chyflogres a Phensiynau tra'n sicrhau aliniad gydag amcanion y Brifysgol.
- Bod y prif gynrychiolydd ariannol ar gynllunio ariannol y Brifysgol, creu rhagolygon a dadansoddi perfformiad ariannol yn erbyn prif ddangosyddion perfformiad, gan gynnwys cydlynu proses gyllidebu flynyddol y Brifysgol, goruchwyllo'r cylch adrodd misol a pharatoi rhagolygon ariannol ar gyfer y Bwrdd Llywodraethwyr a chyrrff allanol gan weithio'n agos gyda'r Cyfarwyddwr Cyllid Gweithredol.
- Gweithio gyda phartïon sydd â diddordeb er mwyn sicrhau bod cynlluniau busnes cadarn yn cael eu datblygu ar gyfer gweithgareddau a mentrau newydd arfaethedig.
- Gyrru gwelliant parhaus, arloesedd ac effeithlonrwydd ar draws yr holl ffwythiannau cyllid.
- Sicrhau cydymffurfiaeth â pholisïau a gweithdrefnau ariannol statudol, rheolaethol a mewnol.
- Dirprwyo ar gyfer y Cyfarwyddwr Cyllid Gweithredol yn ôl y gofyn.

Tasgau Allweddol

- Arwain y ffwythiant Cyllid gan bod sicrhau cyfrifo ariannol a rheoli manwl gywir ac amserol ar gael i Grŵp Wrecsam.
- Arwain a rheoli tîm, gan sicrhau bod ganddynt y sgiliau cywir a'u bod yn darparu gwasanaeth effeithiol ac effeithlon.
- Rheoli, paratoi a chyflwyno cyllidebau a rhagolygon ariannol, senarios a naratifau eglurhaol ar lefel Prifysgol fel sy'n ofynnol er mwyn bodloni rhwymedigaethau allanol i'r corff rheoleiddio (Medr) a'r holl ofynion mewnol eraill. Bydd y rhain yn cynnwys adroddiadau sydd wedi'u paratoi ar gyfer eu trafod drwy strwythurau llywodraethiant ffurfiol y Brifysgol (yn arbennig felly y Pwyllgor Strategaeth a Chyllid a Bwrdd y Brifysgol) a phrosiectau allweddol eraill er mwyn cefnogi Cynllun Strategol y Brifysgol (sy'n ymwneud â banciau, asiantaethau graddio a phartïon eraill o ddiddordeb).
- Cydlynu a choladu gwybodaeth gyllidebol a rhagolygon o bob rhan o'r Brifysgol, ei gofnodi'n briodol yn y System Ariannol, monitro rheolaidd yn erbyn ymestyn cynlluniau i ddal ac asesu traweffaith yr holl weithgareddau a diweddarau rhagolygon ariannol rhwng cylchredau ffurfiol.
- Darparu arbenigedd ac arweinyddiaeth strategol wedi'i ffocysu proffesiynol ar gyfer portffolio o weithgareddau cyllid ar draws y brifysgol - gall y portffolio hwn newid o bryd i'w gilydd ond yn y lle cyntaf mae'n cynnwys cyfrifol ariannol, partneriaethu mewn busnes, cyflogres, a thimau cyfrifon taladwy a chyfrifon derbyn.
- Mae'r rôl hon yn arwain ar gyfer cyflawni gwaith adrodd allanol grŵp y Brifysgol gan gynnwys cyfrifon statudol a ffurflenni rheoleiddio eraill. Mae hefyd yn cydlynu'r berthynas gydag archwilywyr allanol y Brifysgol ac unrhyw gyrff eraill gyda'r hawliau i ymchwilio a/neu archwilio data ariannol y Brifysgol.
- Bod yn gyfrifol am baratoi elfen rhagolwg ariannol o'r Cynllun Strategol ar gyfer Prifysgol Wrecsam er mwyn iddi gael ei hystyried gan Medr. Mae hyn yn cynnwys dehongliad o benderfyniadau a wnaed gan gyfarwyddwyr ac uwch reolwyr eraill er mwyn sicrhau bod y rhagolwg yn alinio'n llawn gyda'r cynlluniau ar gyfer y Grŵp ac yn eu cynrychioli.
- Bod yn gyfrifol am gynhyrchu ffurflenni Asiantaeth Ystadegau Addysg Uwch (HESA), Agwedd Dryloyw at Adolygu Prisio (TRAC) a ffurflenni cenedlaethol eraill ar gyfer Prifysgol Wrecsam, gan gynnwys cydlynu, paratoi a chynhyrchu data allweddol, gan sicrhau bod y Brifysgol yn cydymffurfio gyda'r safonau cyfreithiol fel sy'n ofynnol gan Medr ac asiantaethau eraill
- Cefnogi'r Cyfarwyddwr Cyllid Gweithredol fel sy'n ofynnol ar draws amrywiaeth o rolau a phrosiectau a hynny yn eu habsenoldeb ond hefyd ar amrywiaeth o fentrau a datblygiadau sy'n briodol i statws uwch y swydd hon. Gall hyn gynnwys cadeirio pwyllgorau a grwpiau gweithio, a mynychu digwyddiadau allanol BUFDG a HESA yn ôl y gofyn.

- Cynhyrchu cynlluniau realistig, uchelgeisiol a chymhellol gyda'ch adroddiadau uniongyrchol ar gyfer datblygu'r maes rydych yn ei harwain. Yna arwain a chyfarwyddo rhoi cynlluniau a gymeradwywyd ar waith.
- Datblygu a chynnal cyd-berthnasoedd fel arweinydd yr adran gyllid gyda'r tîm arweinyddiaeth hŷn; cyfrannu at gynllunio strategol yr adran a darparu her broffesiynol, cefnogi a rhoi cyngor er mwyn cydbwysu anghenion y cleient, blaenoriaethau gweithredol a gofynion ariannol y Brifysgol.
- Gyrru gwelliant prosesau yn barhaus ar draws y tîm partneriaethu busnes ariannol, gan sicrhau bod prosesau'n cael eu hadolygu, eu dogfennu a'u hyfforddi ar eu cyfer a chydymffurfio â hwy; gweithio gyda rheolwyr eraill o fewn y ffwythiant Cyllid er mwyn adnabod bylchau yn y ddarpariaeth o wybodaeth i ddefnyddwyr, aneffeithiolrwydd mewn prosesau busnes a/neu cyfleoedd sy'n berthnasol i ffwythiant gwell ar gyfer y systemau cyllid craidd.
- Sicrhau bod yr holl ofynion cyfreithiol yn cael eu bodloni o safbwynt holl agweddau cyfraith cwmni, rheolau cyfrifo a chanllawiau a chynghori a rhoi gwybod i'r arweinyddiaeth ynghylch newidiadau Grŵp Wreccsam a goblygiadau'r newidiadau o ran y ddeddfwriaeth. Bydd hyn yn cynnwys rheolau a rheoliadau gan Medr a chyrff ariannu eraill, HMRC, Tŷ'r Cwmnïau, adrannau'r llywodraeth, darparwyr pensiwn a phartïon eraill sydd â diddordeb sy'n dylanwadu ar gyllid y Grŵp.
- Dangos menter a ffordd o feddwl ragweithiol wrth adnabod cyfleoedd i wella, archwilio a datrys problemau ariannol a herio ffyrdd sefydledig o weithio.
- Darparu arweinyddiaeth cyfeiriad datblygiad proffesiynol parhaus staff a goruchwyllo hyfforddiant a datblygiad staff ar draws adrannau perthnasol o'r tîm arweinyddiaeth.
- Rheoli staff mewn ffordd weithredol o fewn yr adran, gan sicrhau bod prosesau cyfnod prawf yn cael eu cadw atynt, anghydfodau'n cael eu datrys neu eu huwchgwyfeirio lle mae'n briodol, a bod staff yn cael eu mentora a'u hannog i gyrraedd eu potensial llawn. Sicrhau bod materion tan berfformio, ymddygiad a gallu yn cael eu delio â hwy o fewn yr adran sydd yn y polisi a'r weithdrefn briodol.
- Cydlynu cyfathrebiadau adrannol perthnasol a hynny o fewn y tîm ac wrth ein rhanddeiliaid mewnol ac allanol. Ffurio a chynnal cyd-berthnasoedd gwaith uwch priodol ar lefel unigol a ffwythiant.
- Sicrhau bod y safonau uchaf o uniondeb sector cyhoeddus yn cael ei arfer yn gyson a bod gwerthoedd y Brifysgol yn ffurfio sail diwylliant yr Adran Gyllid.
- Ymgymryd ag unrhyw ddyletswyddau eraill sydd gymesur â gradd y swydd yn ôl cyfarwyddyd y Cyfarwyddwr Cyllid Gweithredol.

Dyletswyddau Cyffredinol

Byddwch yn sicrhau bod systemau a gweithdrefnau rheoli priodol ar waith er mwyn bodloni'ch dyletswyddau a'ch cyfrifoldebau iechyd a diogelwch a nodir ym mholisi iechyd a diogelwch y

Brifysgol. Yn benodol, byddwch yn sicrhau bod asesiadau risg priodol yn cael eu cynnal mewn cysylltiad â pheryglon sylweddol ac yr ymgwymerir ag arolygon diogelwch o leiaf unwaith y flwyddyn, ym mhob gweithle dan eich rheolaeth chi.

Cyfrifoldeb y gweithwyr yw ymgorffori Polisi Cyfle Cyfartal y Brifysgol o fewn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae gan yr holl staff gyfrifoldeb am hyrwyddo gofal cwsmer o safon yn eu meysydd cyfrifoldeb eu hunain.

Rhaid i staff fod yn ymwybodol o ymrwymiad y Brifysgol i Gynaliadwyedd.

Rhaid i bob aelod o staff hyrwyddo ymddygiad iach ac iechyd meddwl a llesiant cadarnhaol.

Disgwylir i ddeiliaid swydd gydweithredu â'r broses Adolygu Datblygiad Proffesiynol, gan gymryd rhan wrth osod amcanion er mwyn helpu i fonitro perfformiad a datblygu'r unigolyn.

Byddwch yn asesu anghenion hyfforddiant a datblygiad pob aelod o staff dan eich rheolaeth i sicrhau eu bod yn cael eu cynorthwyo'n ddigonol mewn perthynas â'u cyfrifoldebau yn y gwaith.

Dyletswyddau perthnasol eraill sy'n gymesur â gradd y swydd, a all gael eu neilltuo gan y Rheolwr, mewn cytundeb â deiliad y swydd. Ni ddylid gwrthod cytundeb o'r fath yn afresymol.

Mae'r cyfrifoldebau allweddol sydd wedi'u cynnwys yn y swydd ddisgrifiad hwn yn rhai nodweddiadol; nid ydynt yn gynhwysfawr. Gellir addasu dyletswyddau a chyfrifoldebau mewn trafodaeth â deiliad y swydd.

Disgwylir i'r holl ddeiliaid swydd yn y Gyfarwyddiaeth allu cynnig cymorth ar draws pob maes, y tu hwnt i'w tîm uniongyrchol, ar gais y Cyfarwyddwr ac yn gymesur â'u sgiliau, eu gwybodaeth a'u profiad.

Adolygu

Mae hwn yn ddisgrifiad o'r swydd adeg ei chyhoeddi. Mae'n arfer gan y Brifysgol o bryd i'w gilydd i adolygu a diweddarau disgrifiadau swydd er mwyn sicrhau eu bod yn adlewyrchu natur gyfredol y swydd a gofynion y Brifysgol yn gywir, ac i ymgorffori newidiadau rhesymol pan fo angen, mewn ymgynghoriad â deiliad y swydd.

Teitl y Swydd: **Dirprwy Gyfarwyddwr Cyllid**

Er mwyn cael eich rhoi ar y rhestr fer, mae'n rhaid i chi ddangos eich bod yn diwallu pob un o'r meini prawf hanfodol a hynny o'r meini prawf dymunol ag sy'n bosibl. Pan fydd gennym nifer fawr o geisiadau sy'n diwallu'r holl feini prawf hanfodol, byddwn wedyn yn llunio'r rhestr fer gan ddefnyddio'r meini prawf dymunol.

Meini Prawf Dethol					
Priodoleddau		Eitem	Meini Prawf Perthnasol	Dull Adnabod	Pwysigrwydd
1	Sgiliau a Galluoedd	1.1	Medrusrwydd TG lefel uchel (Microsoft Office, systemau ariannol, a chymwysiadau digidol)	Ff/C	H
		1.2	Sgiliau cyfathrebu rhagorol, yn ysgrifenedig ac ar lafar	Ff/C	H
		1.3	Y gallu i gynrychioli'r gyfarwyddiaeth cyllid i randdeiliaid mewnol ac allanol gan gynnwys y corff llywodraethu a phwyllgorau perthnasol.	Ff/C	H
		1.4	Sgiliau rhyngpersonol, dylanwadol a meithrin cysylltiadau cryf	Ff/C	H
		1.5	Sgiliau rheoli prosiect	Ff/C	H
		1.6	Gallu blaenoriaethu llwyth gwaith a gweithio dan bwysau i fodloni terfynau amser	Ff/C	H
		1.7	Gallu dadansoddi, dehongli a chyflwyno data cymhleth	Ff/C	H
		1.8	Barn gadarn, a gallu asesu a lliniaru risg a datrys problemau	Ff/C	H
		1.9	Y gallu i weithio ar lefel strategol yn ogystal â gweithredol	Ff/C	H
		1.10	Bod â diplomyddiaeth a doethineb gyda lefel uchel o ddeallusrwydd emosiynol	Ff/C	H

		1.11	Ymrwymiad i gyflawni a hyrwyddo cydraddoldeb, amrywiaeth a chynhwysiant	Ff/C	H
		1.12	Gweithio'n rhagweithiol ac yn gefnogol mewn amgylchedd tîm	Ff/C	H
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Profiad ôl-gymhwyso sylweddol ar lefel uwch reoli yn gweithio mewn adran gyllid sefydliadau mawr, cymhleth	Ff/C	H
		2.2	Profiad o gynllunio a gwella prosesau a rheoliadau ariannol yn barhaus	Ff/C	H
		2.3	Bod â'r wybodaeth ddiweddaraf ynghylch safonau cyfrifo gan gynnwys FRS102	Ff/C	H
		2.4	Profiad o weithio ym maes AU	Ff/C	H
		2.5	Profiad ôl-gymhwyster sylweddol wrth reoli materion ariannol mewn sefydliad mawr, cymhleth	Ff/C	H
		2.6	Profiad uwch reolwr o feysydd niferus o weithgaredd cyllid	Ff/C	H
		2.7	Profiad o weithio gyda thimau rheoli a chyrff llywodraethu ar lefel uwch a'u dylanwadu.	Ff/C	H
3	Addysg a Hyfforddiant	3.1	Cyfrifydd Cymwysedig CCAB	C	H
		3.2	Gradd neu brofiad cyfwerth	C	H
		3.3	Hyfforddiant perthnasol pellach neu gymwysterau e.e. MBA, Rheoli Prosiect	C	H
		3.4	Tystiolaeth o ddatblygiad proffesiynol parhaus, gan gynnwys yr wybodaeth ddiweddaraf ynghylch deddfwriaeth ac arferion ariannol da	C	H
4	Profiad Perthnasol	4.1	Profiad o baratoi cyfrifon, cyllidebau, rhagolygon a datganiadau blynyddol.	Ff/C	H
		4.2	Profiad sylweddol o ddarparu cyngor busnes strategol a gweithredol i reolwyr anariannol.	Ff/C	H
		4.3	Arwain, rheoli a chymell tîm rhyngddisgyblaethol	Ff/C	H

		4.4	Profiad o ddiwydrwydd dyledus prosiectau a rheolaeth ariannol prosiectau.	Ff/C	H
5	Gofynion Arbennig	5.1	Yn gallu teithio ar draws Campysau a bod yn bresennol mewn cyfarfodydd/digwyddiadau allanol	A	H
		5.2	Y gallu i gyfathrebu drwy gyfrwng y Gymraeg.	Ff/C	D
Dyddiad Adolygu			Ebrill 2024		

ey	Dull Adnabod	Ff	Ffurflen Gais
		C	Cyfweliad
		P	Prawf
		T	Copi o Dystysgrifau
		Rh	Rhoi Cyflwyniad
		G	Asesiad Grŵp
	Pwysigrwydd	H	Hanfodol
		D	Dymunol

Ein Dyfodol.

Rhagoriaeth.

Cliciwch yma.

Ein Dyfodol.

Cynhwysiad.

Cliciwch yma.

Ein Dyfodol.

Cydweithio.

Cliciwch yma.

Ein Dyfodol.

Trawsnewidiad.

Cliciwch yma.

Ein Dyfodol.

Cynaliadwyedd.

Cliciwch yma.

Job Description

Prifysgol Wreccsam
Wrexham University

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Faculty/Department	Finance
Section	Finance
Job Title	Deputy Director of Finance
Reports to	Executive Director of Finance
Responsible for	Finance
Grade	Senior Salary Scale Level 3

Principal Accountabilities

- Support the Executive Director of Finance in delivering the University's financial strategy and ensuring financial sustainability.
- Provide strategic leadership and oversight across financial planning, financial operations, payroll, pensions, and statutory reporting.
- To ensure there is alignment between the three teams within the Finance Department - Financial Planning and Reporting, Financial Accounting and Operations and Payroll and Pensions whilst ensuring alignment with University objectives.
- To be the lead finance representative on University financial planning, forecasting and analysis of financial performance against key performance indicators, including the co-ordination of the University's annual budgeting process, the oversight of the monthly reporting cycle and the preparation of financial forecasts for the Board of Governors and external bodies working closely with the Executive Director of Finance.
- To work with interested parties to ensure that robust business plans are developed for proposed new activities and initiatives.
- Drive continuous improvement, innovation, and efficiency across all finance functions.
- Ensure compliance with statutory, regulatory, and internal financial policies and procedures.
- To deputise for the Executive Director of Finance as required.

Key Tasks

- Lead the Finance function ensuring accurate and timely financial and management accounting are available for Wrexham Group.
- Lead and manage a team, ensuring they have the right skills and deliver an effective and efficient service.
- The management, preparation and presentation of University level budgets and financial forecasts, scenarios and explanatory narratives as required to meet external obligations to the regulatory body (Medr) and all other internal requirements. These will include reports prepared for discussion through the formal governance structures of the University (specifically Strategy & Finance Committee and University Board) and other key projects in support of the University's Strategic Plan (involving banks, rating agencies and other financial interested parties).
- Co-ordination and collation of budget and forecast information from across the University, its appropriate recording in the Financial System, regular monitoring against existing plans to capture and assess the impact of all activities and updating of financial forecasts in between formal cycles.
- To provide highly specialist professional expertise and focussed strategic leadership for a portfolio of finance activities institution-wide – this portfolio may change from time to time but in the first instance this includes the financial accounting, business partnering, payroll, accounts payable and account receivable teams.
- This role takes the lead for delivery of the University group's external reporting including statutory accounts and other regulatory returns. It also coordinates the relationship with the University's external auditors and any other bodies with the rights to audit and/or inspect the University's financial data.
- Responsible for the preparation of the financial forecast element of the Strategic Plan for Wrexham University for consideration by Medr. This includes interpretation of decisions made by directors and other senior managers to ensure the forecast fully aligns with and represents the plans for the Group
- Responsible for the production of Higher Education Statistics Agency (HESA), Transparent Approach to Costing Review (TRAC) and other national returns for Wrexham University, including the coordination, preparation and production of key data, ensuring the University complies with the legislative standards as required by Medr and other agencies
- To support the Executive Director of Finance as required across a range of roles and projects – both in their absence but also on a range of initiatives and developments that are appropriate to the seniority of this role. This may include chairing committees and working groups, and externally attendance at BUFDG and HESA events as and when requested.

- To produce realistic, ambitious and compelling plans with your direct reports for the development of the areas that you lead. To then lead and direct implementation of ratified plans.
- Develop and maintain relationships as leader of the finance department with the senior management team; contributing to the strategic planning of the department and providing professional challenge, support and advice in order to balance client needs, operational priorities and University financial requirements.
- To continually drive process improvement across the finance team, ensuring processes are reviewed, documented, trained to and complied with; working with the other managers within the Finance function to identify gaps in the provision of information to users, inefficiencies in business processes and/or opportunities relating to improved functionality of the core finance systems.
- Ensure that all legislative requirements are met with regard to all aspects of company law, accounting rules and guidelines and advise and inform the leadership of the Wrexham Group of changes and implications of changes to legislation. This will include rules and regulations from Medr and other funding bodies, HMRC, Companies House, government departments, pension providers and other interested parties who influence the finances of the Group.
- To demonstrate initiative and a pro-active mind-set in identifying improvement opportunities, investigating and resolving financial issues and challenging established ways of working.
- To provide leadership, direction of continuous professional development of staff and to oversee staff training and development across the relevant sections of the finance team.
- To pro-actively manage staff within the section, ensuring that probation processes are adhered to, disputes resolved or escalated where appropriate and staff are mentored and encouraged to reach their full potential. To ensure under performance, conduct and capability issues are addressed within the section within the appropriate policy and procedure.
- To coordinate relevant departmental communications, both within the team and to our internal and external stakeholders. To forge and maintain appropriate senior working relationships on an individual and function level.
- To ensure that the highest standards of public sector probity is constantly observed and that the University values form the basis of the Finance Department's culture.
- Carry out any other duties commensurate with the grading of the post as may be directed by the Executive Director of Finance.

General Duties

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

It is the responsibility of employees to apply the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

All staff have a responsibility for promoting high levels of customer care within their own areas of responsibility.

Staff must be aware of the University's commitment to Sustainability.

All staff must promote healthy behaviour and positive mental health and wellbeing

Post holders are expected to co-operate with the Professional Development Review (PDR) process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

You will assess the training and development needs of each member of staff under your control to ensure they are adequately supported in relation to their work responsibilities.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with the post holder. Such agreement should not be unreasonably withheld.

The key responsibilities contained in this job description are indicative not exhaustive. Duties and responsibilities may be altered in discussion with the post holder.

All post-holders within the Directorate are expected to be able to provide support across all areas, beyond their immediate team, as requested by the Director and commensurate with their skills, knowledge and experience.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

Person Specification

Job Title: Deputy Director of Finance

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

Selection Criteria					
Attributes		Item	Relevant Criteria	Identification Method	Rank
1	Skills & Abilities	1.1	High level ICT competency (Microsoft Office, finance systems and digital applications)	A/I	E
		1.2	Excellent written and verbal communication skills	A/I	E
		1.3	Ability to represent the finance directorate to internal and external stakeholders including governing body and relevant committees	A/I	E
		1.4	Strong interpersonal, influencing and relationship building skills	A/I	E
		1.5	Project management skills	A/I	E
		1.6	Able to prioritise workloads and work under pressure to meet deadlines	A/I	E
		1.7	Able to analyse, interpret and present complex data	A/I	E
		1.8	Sound judgement, able to assess and mitigate risk and solve problems	A/I	E
		1.9	Ability to work at a strategic level as well as operationally	A/I	E
		1.10	Diplomacy and tact with a high level of emotional intelligence	A/I	E
		1.11	Commitment to deliver and promote equality, diversity and inclusion	A/I	E
		1.12	Working proactively and supportively in a team environment	A/I	E

2	General & Specialist Knowledge	2.1	Substantial post-qualification experience at a senior management level working in a finance department in large, complex organisations	A/I	E
		2.2	Experience of Designing and continuously improving processes and financial controls	A/I	E
		2.3	Up to date knowledge of accounting standards including FRS102	A/I	E
		2.4	Experience of working in HE	A/I	E
		2.5	Significant post qualification experience in the management of financial issues in a large of complex organisation	A/I	E
		2.6	Senior management experience of multiple areas of finance activity	A/I	E
		2.7	Experience of working with and influencing management teams and governing bodies at a senior level.	A/I	E
3	Education & Training	3.1	CCAB Qualified Accountant	C	E
		3.2	Degree or equivalent qualification	C	E
		3.3	Further relevant training or qualifications e.g. MBA, Project Management	C	E
		3.4	Evidence of continuous professional development , including up to date knowledge of legislation and good finance practice	I	E
4	Relevant Experience	4.1	Experience in the preparation of annual accounts, budgets, forecasts and statements.	A/I	E
		4.2	Substantial experience of providing strategic and operational business advice to nonfinancial managers.	A/I	E
		4.3	Leading, managing and motivating a multidisciplinary team	A/I	E
		4.4	Experience of project due diligence and project financial control.	A/I	E
5	Special Requirements	5.1	Able to travel across Campuses and attend external events / meetings	A	E
		5.2	The ability to communicate through the medium of Welsh.	A/I	D

Date of Revision	April 2024
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Key	Identification Method	A	Application Form
		I	Interview
		T	Test
		C	Copy of Certificates
		P	Presentation
		G	Group Assessment
	Rank	E	Essential
		D	Desirable

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Excellence.

Click to view.

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Inclusion.

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Collaboration.

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Transformation.

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Sustainability.

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