

CANDIDATE PACK

Deputy Finance Systems Manager

Finance

UNIVERSITY OF
WESTMINSTER 



OUR UNIVERSITY

Under the inspirational leadership of Professor Peter Bonfield OBE, the University of Westminster is a place where discoveries are made, barriers are broken, diversity is celebrated and where everyone is welcome. Serving more than 21,000 undergraduate, postgraduate, apprentice and executive students, our mission is to transform the lives of young people from all backgrounds. We seek to make the world a more inclusive, sustainable, better and healthier place through our educational, research and knowledge exchange endeavours.

Since our founding in 1838 we have stood out as innovators, committed to tackling social inequalities. In 2021, our University ranked 2nd in England out of more than 100 higher education institutions for social mobility. The ranking - produced by the Institute for Fiscal Studies and the Sutton Trust - compares the number of students from low-income backgrounds at universities, and the extent to which their studies helped them to move up the income ladder. Westminster has the second highest performance among universities in England.

As we focus forward to 2029, we will continue to do so in a way that is true to our progressive, compassionate and responsible values. Our education offer will be more personalised and authentic, giving students from all backgrounds an opportunity of transformative learning, helping them succeed in their studies and professional lives. Our curriculum will be employability-linked, leading to stronger outcomes and helping prepare our graduates for the world of work and for life. Our research and knowledge exchange will enable us to maximise our positive impact on societies in the UK and around the world in an environment where everyone is inspired to succeed. Our priorities of wellbeing, inclusion and sustainable development will help us as we navigate through the challenges and opportunities towards 2029.



OUR PRIORITIES

The University's 2022-2029 strategy, *Being Westminster*, sets us apart and builds on our unique history and achievements. In our University, we value social justice, moral conscience, inclusivity and equality, acting positively together to make change for good.

The University of Westminster has three priorities.

WELLBEING

Working and studying together at Westminster as a community of students and colleagues is a big part of our lives – doing so in an environment that places our wellbeing front and centre helps us to be safe and feel safe. We care for the safety, health and wellbeing of those around us as well as ourselves.

INCLUSION

All Westminster, colleagues and students are in a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and is a place where harassment and discrimination are not tolerated. As a responsible institution, we strive to ensure and to champion equality. As a progressive institution, we take pride in our diversity. As a compassionate institution, we commit to an inclusive culture that allows students and colleagues to reach their full potential.

SUSTAINABLE DEVELOPMENT

We take inspiration from the 17 United Nations' Sustainable Development Goals (SDGs) in how we drive our actions and activities and governance across our University. As a community, we bring together our collective energies to play our part in addressing the climate crisis and inequalities to enable a more sustainable and socially just world. We are one of the top 20 universities in the world in SDG 5 for providing equal access and supporting the academic progression of women. We are one of the top 25 universities in the world in SDG 10 tackling economic, health based and international inequalities. We are in the top 50 universities in SDG 12 for promoting resource and energy efficiency, having a sustainable infrastructure, and providing access to basic services for all.



OUR OBJECTIVES 2022-2029

Against a backdrop of a changing and challenging higher education environment, the University has recently completed a major review of its objectives and strategy, and has published its commitments for the period 2022-29.

EDUCATION

We will offer personalised and authentic education, underpinned by an inclusive curriculum, to enable all our students, from all backgrounds, to engage in transformative learning and to succeed in their studies and professional lives. We will address global, political, and social challenges through a relevant demand-led and forward-looking portfolio. We will do this by offering authentic teaching, learning and assessment modes which immerse students in the wider-world through live projects, work-based learning and global opportunities. We will invest in our people to enable all teaching colleagues to plan and deliver exceptional learning experiences and professional colleagues to offer exceptional support. Students will be empowered by working in partnership with colleagues and fellow students to shape the Westminster experience. We will develop an integrated physical and digital environment that supports excellent practical, active and collaborative learning for all our students.

RESEARCH AND KNOWLEDGE EXCHANGE

Research and knowledge exchange are fundamental to our commitment to making a positive difference to the world and transforming lives. We are committed to research in four priority areas: Diversity and Inclusion; Health Innovation and Wellbeing; Sustainable Cities and the Urban Environment; Arts, Communication and Culture. Our excellence in research and knowledge exchange will infuse our education endeavour, inspiring and equipping our students as agents of change locally as well as globally. We will continue to grow our community of PhD researchers, ensuring that the Westminster postgraduate research experience remains sector leading and the foundation for great careers. In knowledge exchange we will focus on engagement with government, business and with the public and local community. We will achieve more when we identify shared interests and build partnerships with our communities and collaborate for the public good with a clear civic purpose.

EMPLOYABILITY

We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this through the further extension and embedding of programmes such as work-based and placement learning; the Westminster Employability Award; Westminster Working Cultures; mentoring; and student enterprise. Employability-related learning will be a core and critical part of the courses and curriculum we offer, right across the University. It will be front and centre of life at the University for students and colleagues.



A key priority will be the development of a dedicated Centre for Employability and Enterprise at 29 Marylebone Road, intended to transform our student experience and our engagement with business, industry and employers. The Centre will provide a game-changing experience through which undergraduate and postgraduate students from across Westminster will come together and practise enterprise; develop an entrepreneurial mindset and skills; access training, work, projects, business advice and mentoring; and connect directly with employers. The future-focused environment of the Centre will scale up our employability provision, helping our students to be 'fit for the future' in the most challenging of post-pandemic labour markets and economic environments. It will strengthen links between our UK-based and international employer partners and our motivated, bright, work-ready students, affording employers access to a diverse mix of people right for the needs of the contemporary workforce.

GLOBAL ENGAGEMENT

We will raise the international reputation and reach of the University, ensuring that 30% of our undergraduate community and 70% of our taught postgraduates come to us from overseas. Overseas partnerships will remain central to our global engagements. We will prioritise the outward mobility of our students to partner institutions, contributing to students' development of employability skills and competences. We will extend and deepen our Trans-National Education relationships. These partnerships, particularly that with Westminster International University in Tashkent, will move beyond franchised or validated arrangements to embrace employability, alumni-related research, CPD and knowledge exchange connections.



OUR STRUCTURE

ACADEMIC STRUCTURE

Our structure is built to deliver an enhanced learning environment, stronger and broader industrial, international and professional connections and pioneering and impactful research. The University comprises three Colleges:

Westminster Business School

- School of Organisations, Economy and Society
- School of Finance and Accounting
- School of Applied Management
- School of Management and Marketing

Design, Creative and Digital Industries

- School of Architecture and Cities
- Westminster School of Arts
- School of Computer Science and Engineering
- Westminster School of Media and Communications

Liberal Arts and Sciences

- School of Social Sciences
- Westminster Law School
- School of Humanities
- School of Life Sciences

The University Executive Board comprises:

- Vice Chancellor and President
- Deputy Vice Chancellor (Employability and Global Engagement)
- Deputy Vice Chancellor (Education and Students)
- Deputy Vice Chancellor (Research and Knowledge Exchange)
- Chief Operating Officer and University Secretary
- Three Heads of College

PROFESSIONAL SERVICES

Our Professional Services teams support the effective and professional delivery of our teaching, research and knowledge exchange and the management of student residences and sports facilities.

- Academic Registry
- Business Engagement
- Estates
- Finance and Commercial Activities
- Global Recruitment, Admissions, Marketing and Communications
- Information Systems and Support
- People, Culture and Wellbeing
- Strategy, Planning and Performance
- Student and Academic Services



JOB DESCRIPTION

Job Title: Deputy Finance Systems Manager

Reports to: Finance Systems Manager

Department: Finance

Grade: NG6

ROLE PURPOSE

To be responsible for the day to day running of the Finance systems team, including to implement, review and streamline processes in order to ensure the provision of a customer-focused, consistent and legally compliant service, making optimum use of the University's investment in technology and systems and adhering to the University's values. The post holder is responsible for managing the team's relationship with all clients, including the wider Finance department, and will be required to support the Finance Systems Manager in managing and developing all aspects of the corporate finance systems, including key functions that enable the delivery of a high-quality service to all users.

PRINCIPAL ACCOUNTABILITIES

1. To support the Finance Systems Manager in identifying, reviewing and managing the improvement and development of a high performing Finance system that is fit for purpose for both current and future needs of the University, as aligned to future University aims, objectives and overall strategy, taking into account finance legislation, current best practice and sector expectations, and taking account of any known and anticipated changes to internal and external regulations.
2. To support the Finance Systems Manager in managing projects to implement optimisation strategies to enhance system efficiency, and to pro-actively drive and implement service improvements and new initiatives to ensure the most effective and efficient service delivery that makes the best use of technology, is legally compliant and noticeably adds value for managers and colleagues.
3. To line manage and develop the Finance Systems Administrator and Senior Finance Systems Administrator. To manage the workload of the team, especially during periods of peak activity, to ensure that deadlines are met and workloads are evenly distributed to achieve high standards of customer service, directing day to day resources to meet operational requirements. To ensure that all team members reach their full potential through regular one to one meetings where training and development needs are identified and to ensure that Personal Professional Development plans are in place.



4. To act as technical expert within Finance as Finance system Business user and monitor and ensure the quality of data collection and input across all teams, through the establishment and maintenance of appropriate regular data quality checks; to report data gaps and identify potential training needs to the appropriate managers.
5. To develop solutions and identify any technical developments to enable data extraction and reporting, including workarounds within Finance processes, legislative requirements and system limitations and functionality (includes amendments after patches installed / move to new platforms etc).
6. To be responsible for the collation, collection and analysis of Finance System Information for internal and external reporting purposes; working with customers to produce the required reports, ensuring that data input processes are designed to maximise data integrity and that all timescales and compliance requirements are adhered to. To be responsible for the provision of data and management information following internal / external 'ad hoc' reporting requests; ensuring that the requests are valid, appropriate, and reasonable and dealt with efficiently.
7. To work with the Accounting and Tax Compliance team as required to ensure ongoing compliance with making tax digital and other statutory and regulatory requirements.
8. Collaborate with the Information Systems and Security (ISS) Business Analyst to support finance systems, including interfaces and their ongoing development.
9. Undertake ad-hoc duties and projects as required by the Finance Systems Manager, Deputy Director of Finance or Director of Finance.

CONTEXT

The post holder is expected to deliver outstanding customer service and exhibit the highest standards of professional conduct and performance. The Finance Department is part of Professional Services and has endorsed a charter which identifies standards of conduct that all colleagues in Professional Services are expected to observe.

The Professional Services Departments work collaboratively to contribute to the continuing success of the University. Pro-active and participative approaches to administration are encouraged, and all post holders are encouraged to work collaboratively with networks of colleagues across the University, fostering good relationships across departmental boundaries, to support applicants and students. Good working relationships between these departments are viewed as essential to the provision of a quality support service for students and other colleagues, both within the University and its Associate Colleges.

All Departments are expected to optimise the efficiency and effectiveness of the University's administration and to initiate change and innovation in accordance with the needs and



expectations of Westminster as a modern, professional, international university. A priority goal for all Departments is to maintain newly established career pathways and create opportunities for colleagues at all levels to enhance their capability and experience both for the benefit of the University and in support of their personal aspirations.

The University requires all post holders to have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.

DIMENSIONS

The Deputy Finance Systems Manager is responsible for ensuring that appropriate support is provided to the finance systems users according to defined service levels. This may include the provision of training in a variety of delivery modes.

In the absence of the Finance Systems Manager, be the point of contact for the Director of Finance and Deputy Director of Finance.

Role holder line managers two colleagues.

The University uses the Agresso Financial Management system, SAP for HR/Payroll, SITS Student Record System, WPM for online purchasing, Paye.Net for online receipting and StarRez for accommodation booking.



PERSON SPECIFICATION

QUALIFICATIONS

Essential

A degree in IT or similar subject or equivalent relevant experience in a finance systems/accounting role.

Desirable

Part/Qualified CCAB accountant or equivalent qualification or professional experience.

TRAINING AND EXPERIENCE

Essential

Demonstrable knowledge and experience of the Unit4 software.

Significant knowledge of technical financial systems, including the ability to anticipate and support future technical and system developments.

Proven experience of successfully delivering system related projects.

Strong working knowledge of financial regulations and ability to apply these in practice in relation to finance systems.

Experience in providing support to a diverse community of accounting and non-accounting users of a distributed finance system.

Successful experience in maintaining complex finance systems, including supporting patches and technical updates.

Knowledge of accounting and reporting requirements of a university or similar organisation.

Experience in supporting third-party finance systems.

Experience in writing, editing and producing technical documentation.

Experience in preparing training materials and delivering training on a one-to-one basis or to small groups.

Desirable

Experience of line managing or supervising colleagues, including proven ability to manage workload and resources within a team.

APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

Essential



Ability to work effectively within a team.

Customer-oriented approach to service delivery.

Good communications skills.

Ability to work to set objectives and agreed timescales.

Good interpersonal skills.

Ability to adapt within a changing environment.

Ability to self-prioritise and work effectively unsupervised.

Positive about the benefits of change and flexible and adaptable.

Drive and enthusiasm to make a real change, taking on personal responsibility for the role.

Results-orientated; initiates action and pursues objectives with decisiveness, drive and determination.

Confident to deal professionally and efficiently with colleagues at all levels.

Committed to personal and professional development, identifying development strategies needed to achieve work and career goals.

Fully committed to creating a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

Note:

At certain times of the year, there may be a requirement to work flexibly. Annual leave may be restricted during month-end and year-end periods.

Colleagues are expected to cross-cover to some extent, and all colleagues are expected to participate in activities such as student enrolment.



HOW TO APPLY

To apply for this vacancy, please visit our [vacancies page](#) where you will be able to download our application form template. You will then be requested to complete a quick registration before being able to upload completed application form and any supporting documentation.

Applications should include:

- A concise statement in support (ideally no longer than two pages), addressing the criteria in the Person Specification and motivation for applying.
- You may also include an up to date curriculum vitae;
- names and contact details of two referees (although referees will only be approached at offer stage).

The deadline for receipt of applications is midnight on 23 March 2025.

Interviews will take place on week commencing 31 March 2025

An appointment will be made subject to proof of eligibility to work in the UK and satisfactory references being obtained.

At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders.

We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

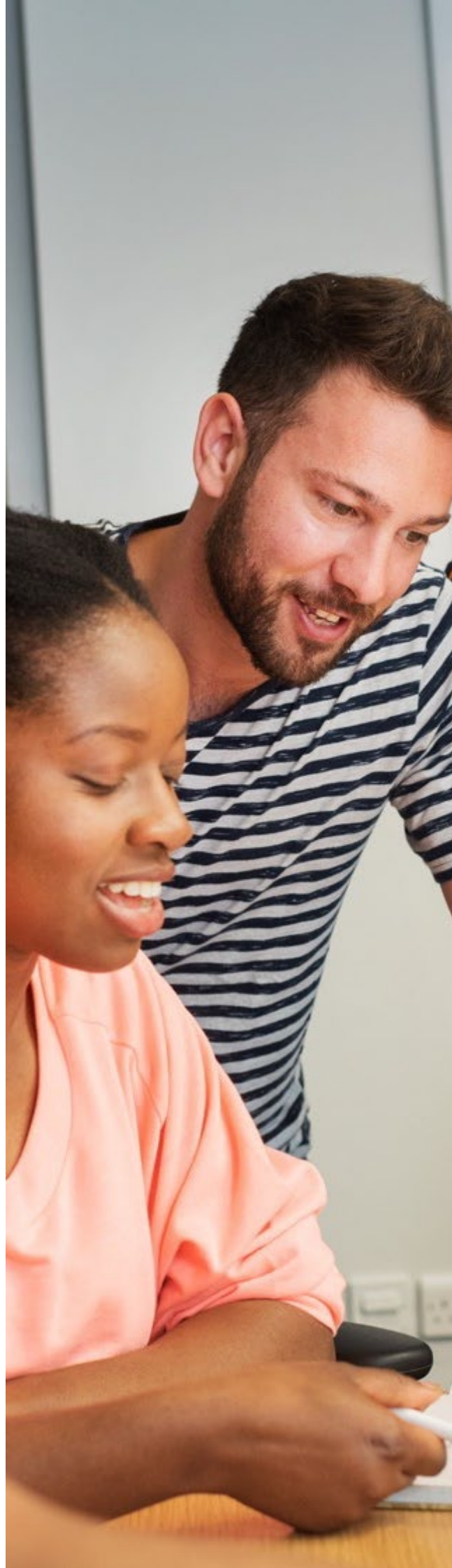
The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer. Further details of Smart Working can be discussed at interview stage.



OUR BENEFITS

The University offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our colleagues make to success and growth. Our benefits are inclusive for colleagues of all backgrounds including LGBTQ+ colleagues, disabled colleagues, pregnant colleagues, parents and carers, as well as colleagues of all genders, age, ethnicities, nationalities, religion and beliefs, and marriage and civil partnership status.

- 35 days annual leave per year, plus bank/national holidays and University of Westminster closure days (pro-rata for part-time staff).
- A generous occupational pension scheme.
- Annual incremental progression and/or cost of living reviews.
- Generous maternity, paternity and adoption leave.
- Flexible working and smart working.
- Learning and development opportunities.
- Free membership rates for a wide range of sporting facilities, including gyms at Regent Street and Harrow campuses, as well as the Chiswick Sports Ground.
- Employee assistance programme.
- The opportunity to participate in other attractive employee benefit schemes such as Cycle to Work, Eye Care Vouchers, Season Ticket Loans, and Give As You Earn.





[westminster.ac.uk](https://www.westminster.ac.uk)

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