

The Role

Job Title: Director of Finance

Job Purpose: To ensure effective use of the School's financial resources in the delivery of GSA's Strategic Plan and objectives in compliance with legal and Scottish Funding Council and other assurance and reporting requirements, optimising the School's financial strategy by ensuring continued financial sustainability, developing opportunities for new income streams, and ensuring that the School is adapting, where required, in response to shifts in the financial and political landscape.

Location: The Glasgow School of Art, Glasgow Campus, Glasgow, Scotland.

You may be required to travel to or work at other locations within the United Kingdom in the performance of your duties.

Reports to: Director

Responsibility for the following functions:

- Finance
- Procurement
- Payroll
- Insurance

Overall Budget (£pa)

- Leads financial management of total institutional income - 23/24 Budgeted total income = £49m, rising annually to £54m, £58m, £63m and £65m by 2027/28

Sources of Funding

- SFC
- Tuition Fees and Education Contracts
- Research Grants and Contracts
- Scottish Government
- Insurance

The Glasgow School of Art

[Annual Report and Accounts \(Year ended 31 July 2023\)](#)

Key Accountabilities

<p>Finance Strategy</p>	<ul style="list-style-type: none"> • Develop a finance strategy, consistent and supportive of the GSA Strategic Plan, and develop performance targets to indicate progress towards the plan's achievement. • Lead the execution of the finance strategy across the GSA, ensuring the progress necessary to meet the lead indicators outlined in the GSA Strategic Plan and the Finance Strategy.
<p>Financial Management and compliance</p>	<ul style="list-style-type: none"> • Lead and manage the preparation of GSA's financial forecasting, fully integrated with student number and capital planning and other enabling plans, including detailed financial modelling in relation to strategic developments, opportunities and risks. • Lead and manage GSA's cash flow and capital expenditure monitoring and control process to ensure that the GSA operates within its means, can meet all financial obligations and realise its strategic objectives. Engage and play a key role in organisational change projects across the GSA. • Provide regular written and oral updates to the GSA's Senior Leadership Group (on which the post holder will be a member), SLG's Planning sub-group, Infrastructure group, GSA's Board of Governors and its Committees on all financial matters as required. • Act as the GSA's lead administrative senior officer regarding all GSASA activity, including monitoring of the block grant and its requirements. (The academic senior officer lead for GSASA is the Deputy Director (Academic)). • Lead the development and oversight of any student-focused commercial activity operated by the GSA or by a GSA subsidiary or outsourced by the GSA. • Lead and manage the GSA's financial planning and reporting strategy, ensuring compliance with all statutory and regulatory requirements, management information, audit, insurance, internal control and operational requirements. • Ensure that the GSA's Financial Regulations and associated policies are current and fit for purpose and are offered to relevant committees for review and approval on a regular basis.
<p>Insurance</p>	<ul style="list-style-type: none"> • Oversee the GSA's insurance strategy for all key assets and activities, ensuring that GSA is appropriately covered and that insurance arrangements continue to represent best value.
<p>Investment strategy</p>	<ul style="list-style-type: none"> • Lead and manage the GSA's financial investment strategy.
<p>Finance and Payroll operations</p>	<ul style="list-style-type: none"> • Lead the team responsible for all aspects of the operational Finance Department (including Payroll) ensuring the integrity of data held and a high quality, fit for purpose, service.
<p>Procurement</p>	<ul style="list-style-type: none"> • Oversee the GSA's procurement to ensure compliance with Scottish Public procurement Regulations, to seek best value for money; and to comply with the Scottish Government's public reporting requirements in relation to procurement activity.

<p>Management of resource</p>	<ul style="list-style-type: none"> • Transparent and clear line management aligned to GSA policies, providing regular employee feedback and development. • Through robust resource planning and management ensure GSA resources within span of control – e.g., financial, estates, workforce – are deployed in line with strategic ambitions and plans.
<p>Senior Leadership</p>	<ul style="list-style-type: none"> • Support the Director in development and delivery of the Strategic Plan, leading and contributing to the implementation of the new strategies and achieving the key performance indicators. • Support the GSA’s management and Governors in the assessment of Risk Appetite and contribute to the creation and regular updating of the Institutional Risk Register. • Represent the GSA at senior level at meetings, conferences, seminars and other events, locally, nationally and internationally. • Contribute to, and, where required, lead discussions at senior meetings and Board Committees. • Transparent and clear cascade of information across team/ areas of responsibility. • Visible ethical leadership across all GSA activities. • Collaborating with colleagues, providing support, development and constructive challenge.
<p>Strategic Projects</p>	<ul style="list-style-type: none"> • Lead, develop and deliver cross-GSA strategic initiatives, projects and priorities as required. • Contribute to the preparation of supporting business cases and lead on the financial appraisal of the business cases.
<p>Committee Membership</p>	<ul style="list-style-type: none"> • Attendance at Board of Governors, Business and Estates Committee, Audit and Risk Committee, and any other relevant Board Committees. • Member of the Senior Leadership Group and the subgroups of Planning Group and Infrastructure Group. • Universities Scotland Finance Directors Group • Member of sector committees as required. • Member of other external bodies as required • Acting as convenor of other GSA committees and short life working groups as required.

Key external contacts

- Scottish Funding Council
- Scottish Government
- External Auditors
- Internal Auditors
- Universities Mutual Association Limited (UMAL)
- Insurers
- Insurance advisers
- Insurance Claim Consultants
- Advanced Procurement in Universities and Colleges (APUC)
- Bankers
- Solicitors
- Investment Managers
- Strathclyde Pension Fund
- Scottish Public Pensions Agency
- Universities Scotland
- Universities UK
- University of Glasgow
- British Universities Finance Director Group
- Scottish Universities Finance Directors Group
- Universities and College Employers Association
- Quality Assurance Agency

Person Specification

Sector Knowledge

- Highly-developed understanding of the drivers of income and expenditure in a complex funding environment like Higher Education.
- Significant experience at senior financial management level within a complex organisation (preferably, but not exclusively within the HE sector), including developing, preparing and presenting financial information for Board, Executive budget holder and other stakeholder's use.

Essential Functional/ Technical Skills

- Educated to Degree Level or equivalent.
- Recognised professional accounting qualification.
- Significant level of technical knowledge and expertise in governance, complex financial structures, procedures and processes.
- Proven ability to develop and implement financial policy and to ensure alignment with policy at all levels.
- Substantial experience using financial IT systems, including reporting elements.
- Demonstrable knowledge of financial modelling techniques and the ability to develop and work with detailed financial models and scenarios.
- Proven ability to project manage complex developments.
- Established success at leading, influencing, developing and motivating a team of finance professionals and support staff.
- A track record of leading, and successful delivery of change programmes.
- Experience of planning and managing financial transactions in an international context.
- Significant experience of leading a team of professional staff.
- Substantial experience of horizon scanning across a broad external landscape to identify and assess financial risks and draw up options for dealing with potential threats and opportunities.
- Experience of developing project management structures to support complex projects.
- Experience of working across teams to deliver significant organisational change.

Personal Attributes/ Competencies

- Ability to work collaboratively with senior colleagues across GSA including the ability to influence and persuade effectively.
- Ability to develop creative approaches to problem resolution and supporting innovation where the potential benefits outweigh the risks.
- Ability to communicate clearly and coherently both orally and in writing.
- Strategic thinker with attention to detail and delivery.
- An effective planner and manager of people and resources.
- Strong leadership and motivational skills.
- Well-developed interpersonal skills and the ability to communicate effectively and persuasively at all levels, both internally, within the organisation and externally with key stakeholders.
- Proven ability to manage a diverse portfolio of activity.
- Ability to work under pressure, prioritise and delegate effectively.
- A role model for the GSA values and ethical leadership behaviours that underpin the vision and Strategic Plan.

Core Ethical leadership behaviours

/ **Collaborative** – we communicate clearly and respectfully with others. We listen and seek opportunities to work together to achieve common goals.

/ **Enabling** – we empower and foster positive working environments by recognising and encouraging contributions from others.

/ **Caring** – we are kind, respectful and compassionate in our interactions with all colleagues, students and external partners. We encourage social responsibility and sustainability.

/ **Inclusive** – we embrace workplace trust, value difference, recognise and welcome diverse views and opinions without inducing fear or favour.

/ **Curious** – we inspire innovation and encourage new ways of working, we are inquisitive, and offer constructive challenge.

/ **Transparent** – we are open in how we deliver. Others can see and understand decision making and actions. Our actions are aligned to our values, policies and procedures.

READ:

[Our People Strategy](#)

TERMS AND CONDITIONS

Contract: Permanent

Probation Period

It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is 12 months.

Salary

Off scale, Senior

Hours

35 hours per week, although the post requires that you may be expected to devote such time to the affairs of the School as is reasonably necessary to ensure the satisfactory smooth running of the School

Holidays

35 days plus 11 statutory holidays per annum

Pension

Local Government Superannuation Scheme

Notice Period

Six months

To find out more information about The Glasgow School of Art, please visit our website at www.gsa.ac.uk

EQUALITY AND DIVERSITY STATEMENT

Working with difference and promoting equality underpins our ambition and purpose. Our studio-based learning, research and collaboration transforms thinking, and our individual and collective contributions influence the day-to-day lives of people across local and global communities.

As a community, we are committed to creating and sustaining learning and working environments where difference is respected and the widest possible range of cultural and social perspectives are valued. We treat each other fairly, according to need, and minimise barriers to participation for all.

By fostering environments in which difference nourishes new questions and possibilities, and where respect is a catalyst for the removal of barriers, we support the learning and development of individuals and our collective contribution to the common good. GSA publishes appropriately anonymised equality and diversity monitoring statistics pertaining to its student body, staff body and Board of Governors on its website.