



HEAD OF FINANCE

Candidate pack

UCAS



AN INTRODUCTION TO UCAS

UCAS is the route to studying at UK universities. As an independent charity, its aim is to secure its place as the single destination for progression in education, not just for aspiring university students, but also for 16 year olds making crucial decisions after their GCSEs, for postgraduate study, for training as a teacher, and for entering the world of work after graduating.

Its vision is to be at the heart of connecting people to higher education.

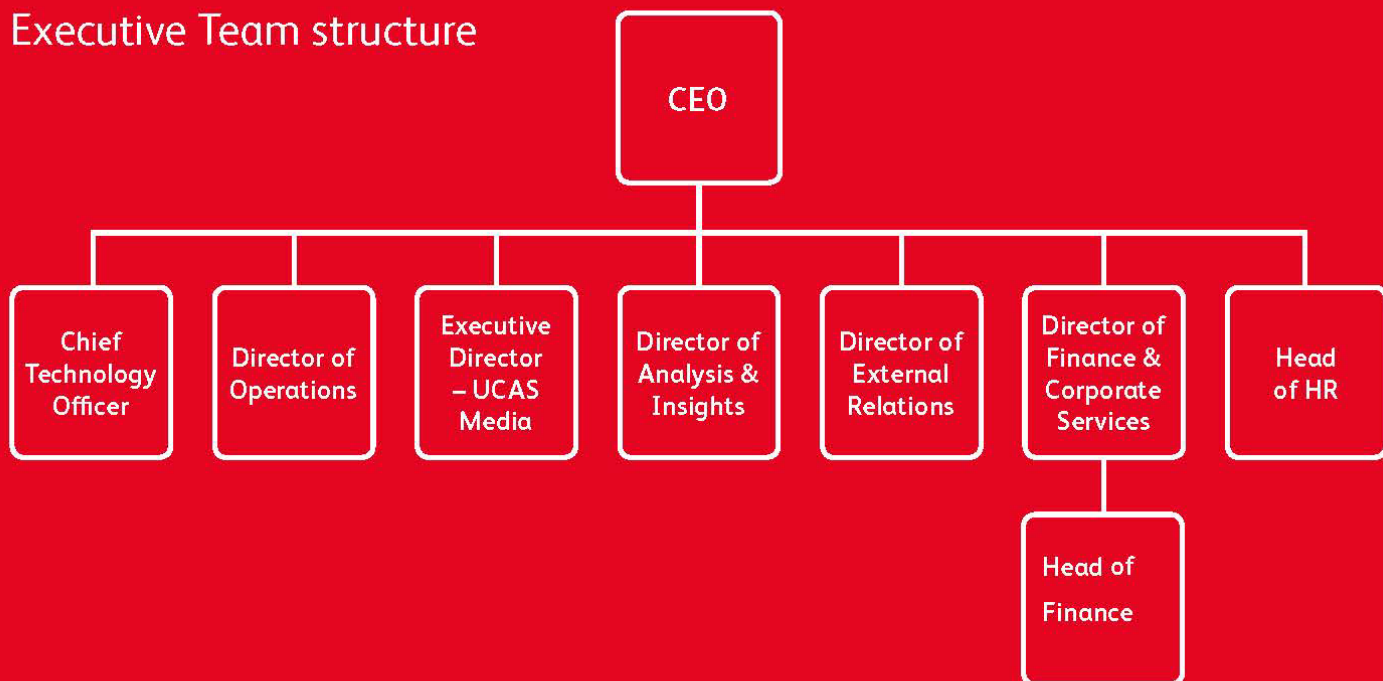
It is based in one of the most beautiful towns in the Cotswolds, Cheltenham, which is within easy reach of commuter routes, home to a range of excellent schools and grammar schools, and with a growing reputation as a technology hub.

Housed in a superb headquarters building close to the racecourse, UCAS currently has an annual turnover of some £47 million and employs about 500 people. You can read its most recent Annual Report [here](#).

UCAS does not fundraise, but rather supports itself through its work to provide information and advice to around 167,000 young people each year as well as through its subsidiary company, UCAS Media.



Executive Team structure



THE OPPORTUNITY – HEAD OF FINANCE

UCAS is seeking an exceptional Head of Finance to join a high-functioning Finance and Corporate Services Senior Leadership Team.

This is an exciting opportunity to join a nationally renowned organisation with an energised sense of what it can achieve in the coming years.

A customer centric approach coupled with an increasingly commercial mind-set is pushing UCAS to grow, diversify, and improve. Underpinning that success will need to be an exceptionally well led finance function. The next Head of Finance will provide that leadership, ensuring that the Finance function continues to deliver quality internal processes and controls, as well as increasingly delivering a vital business partnering role to the wider organisation.

UCAS has a non-hierarchical approach, a desire to develop and enable its staff, and requires a Head of Finance who will ensure that the function is more than the sum of its parts.



KEY DUTIES AND RESPONSIBILITIES

Commercial Finance:

Work collaboratively with internal and external senior stakeholders to ensure results are delivered for the financial year, understanding and acting on risks and opportunities, and driving growth and efficiencies.

Support the Director of Finance and Corporate Services (FCS), and the rest of the organisation in strategic decision-making, analysis and business development.

Financial Accounting:

Ensure monthly financial statements, statutory accounts and end of year audit are comprehensive, accurate, and timely.

Manage and be responsible for statutory filings, treasury and reserve policy, tax accounting compliance, implementing credit policies and procedures, finance processes and control, payroll etc.

General:

Develop and implement successful financial strategy and controls.

Influence decision making across the business, provide strategic insight based on sound understanding of the competitive environment.

Deputise for the Director of Finance and Corporate Services. Recruit, develop, support and coach the finance team, instilling a 'best in class' attitude.

Accountabilities:

Line management.
Departmental budget.
Delegated expenditure approval across UCAS.
Membership of the Finance and Corporate Services SLT. Execution of BACS and bank payments for approved transactions.





PERSON SPECIFICATION

- Qualified accountant, with extensive experience in a commercial environment.
- Strong evidence of strategic planning and decision-making, commercial acumen, and understanding of risk and performance management.
- Leadership qualities that motivate and inspire colleagues and team members while gaining their respect and confidence, building a strong vision and team ethos.
- Experience of leading a team and direction of a finance function.
- Collaborative and solution focused, possessing initiative, and the ability to successfully implement new ideas.
- Experience of working in a strategic capacity to deliver change and results.
- Outgoing, persuasive, and a confident communicator with internal and external stakeholders, at all levels.
- Ability to present complex information coherently to large audiences.
- Discreet and trustworthy, as role holder will be required to work with sensitive and confidential information.
- Proven experience of financial performance reporting and planning, with a clear view on how to present the information and make recommendations.



TERMS OF APPOINTMENT

Location: Cheltenham

Salary: A competitive salary, commensurate with the scope and complexity of the role, will be negotiated with the successful candidate. A benefits package will include annual leave of 30 days per year, generous employer pension contribution on-site nursery, gym, parking, and restaurant etc.

Terms: Full-time, permanent.

HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to UCAS on this appointment. For further information about the role, including details about how to apply, please visit www.saxbam.com/appointments using reference FAOOI. Alternatively telephone +44 (0)20 7227 0880 (during office hours). Applications should be received by noon on Monday 11 March.

UCAS