The appointment of

Director of Finance
for University of Dundee

University of Dundee

FWB Park Brown
EXECUTIVE SEARCH
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Foreword

The University of Dundee is an extraordinary university. In 2017 we marked our 50th anniversary with plenty to celebrate. We were:

- **Shortlisted as the University of the Year**  
  (Times Higher Education Awards)

- **Ranked again as one of the world’s top 200 universities**  
  (Times Higher Education)

- **Given a Gold Award in the Teaching Excellence Framework**

- **Once more ranked among the best places in the UK to be a student**  
  (National Student Survey)

Our teaching and research are genuinely transforming lives, both here in Dundee and around the world. We have grown to be a richly diverse and international community, with around 150 countries represented amongst our staff, students and alumni.

We have become a potent force for economic, social and cultural development in Dundee and the surrounding area, helping create new industries such as the biosciences sector and sparking the idea to bring the V&A to Dundee’s waterfront to establish the UK’s first Museum of Design outside London, due to open in September 2018. That event is just one of the factors that have led publications including the Wall Street Journal, CNN and Bloomberg all rating Dundee among their top places to visit this year.

We have long been a research-intensive university, punching well above our weight in research income and performance. We have the fourth highest proportion of research grant income to total income of any UK university.

We have matched that world class research – which led to us being named among Europe’s ‘Most Innovative’ universities – with excellence in teaching.

We are among the best universities in the UK for graduate employment and lead the way in widening access to ensure the doors of higher education are open to everyone, regardless of their social or economic background.

Our ambitions for the years to come are to become Scotland’s leading university. We have laid out our strategy towards 2022, emphasising the fact we will be a high-performance community. The position of Director of Finance will be a key one within that community, as part of a University Executive Group leading the institution.

Professor Sir Pete Downes
Principal & Vice-Chancellor
Scottish University of the Year 2016 & 2017

*The Sunday Times Good University Guide made us Scottish University of the Year in consecutive years.*
The University of Dundee

“Coming to Dundee was literally the best decision I ever made. I’ve learned so much and met some amazing people. I love it here and would encourage anyone to come to this University.”

Iain Kennedy
Former President of Dundee University Students Association

Our mission is to transform lives, working locally and globally, through the creation, sharing and application of knowledge.

The University of Dundee has an international reputation and attracts top-class students from across the world. With our prestigious reputation and student-first approach, you can be sure you’re making a great choice by working at the University of Dundee.

Students are at the heart of what we do, which is illustrated by our sector-leading approach to student representation. Students form a part of our governing bodies, committees and appointing panels for important posts such as the Chair of Court, the Principal, Vice- Principals, Deans and Directors. Student opinion is central to our community and we are committed to responding to their feedback and driving enhancement. This is reflected in our strong and improving scores in the National Student Survey, where we are ranked in the top ten in the UK for overall satisfaction. Dundee University Students’ Association (DUSA) was ranked in the top 10 in the UK and top in Scotland between 2012 to 2016 with overall satisfaction for students’ associations, when this question was in use, and top in Scotland in the more recent Times Higher Student Experience Survey in 2017.

Each year DUSA and the University sign a Student Partnership Agreement setting out key priorities for the year ahead and the overarching principles we agree. We will develop and enhance our approach to Student Partnership Agreements to ensure impact for the student body across the Schools and disciplines. We will continue to work together to further strengthen and develop student representation and the student voice across the University.
Our High Performance Community
Our Strategy to 2022

OUR CORE PURPOSE
The University’s core purpose is to transform lives, locally and globally through the creation, sharing and application of knowledge.

OUR VISION
The University’s vision is that we will be recognised as Scotland’s leading university.

OUR VALUES
Our core values determine how we will achieve this ambitious vision. We will do this by valuing people, working together and with integrity, making a difference and pursuing excellence.

OUR COMMUNITY
We will achieve our goals by working as a community committed to excellence. In doing so we will benefit our city and region by acting as a key gateway to the world. Our impact will be felt around the globe.
Our Strategy to 2022

We are working towards our 25 year vision in five year strategies. To give an indication of what can be achieved in the next five years we need only look at our progress from 2012 to 2017.

• We have improved our position across all of the major university rankings.

• We have increased our income from teaching and broadened our horizons, welcoming students from more countries than ever before.

• We have progressed further than any other Scottish university in widening access to higher education.

• We have improved our student retention and graduate employment and are now among the top institutions in the UK.

• We have been named among Europe’s most innovative universities, reflecting the strength of our research. In the Research Excellence Framework we ranked first in the UK for biological sciences and top for the STEM subjects (Science, Technology, Engineering and Maths) and Art & Design in Scotland.

All of this has taken us significantly towards our goal of becoming Scotland’s leading university. In these next five years we will climb even higher.

Our strategy to 2022, launched in September 2017, has at its heart the idea of a ‘high performance community’. Developing our community over the next five years will ensure that we can achieve far more than the sum of our parts. We will work together across disciplines to deliver research with impact, teaching that develops enterprising and employable graduates, and teams of problem solvers drawn from our academic and professional service groups.

Dundee is an extraordinary university, making a significant economic, social and cultural impact. Our Strategy to 2022 can set us on the path to doing many more great things and have a transformative effect on the wider community around us.

We expect to use the knowledge we create and share to drive innovation and social transformation in our region, winning international recognition. If we can capitalise on the collaborative advantage within our community and with our partners, we will be a focal point for wider social, cultural and economic transformation.
The University of Dundee at a glance

18,000 STUDENTS
Our University is home to more than 18,000 students and more than 3000 staff.

A WORLD TOP 200
We are one of Times Higher Education’s world top 200 universities and the top ‘young’ UK university in the ‘200 under 50’ rankings.

£740 MILLION ECONOMY
Our annual turnover is in excess of £240million. We contribute £740million a year to Scotland and the UK.

A WORLD TOP 50
We are the only UK university ranked in the world top 50 of the Nature Innovation Index.

25% OVERSEA STUDENTS
We are a diverse community with 25% of the students we engage with being from outside the UK, coming from over 140 different countries.

1 in 5
Dundee is Scotland’s most student-friendly city with around 1 in 5 of the population in higher or further education.

SATISFIED STUDENTS
Our International students have rated their overall satisfaction at over 93%, one of the highest scores in the latest International Student Barometer (ISB).
The City of Dundee

Dundee is a dynamic and multicultural city, with a real buzz about it. GQ Magazine described it as ‘Britain’s coolest little city’ and we’re excited about the many developments currently taking place.

Dundee is in an idyllic location hugging the banks of the River Tay Estuary. Houses climb up the side of the Law, the extinct volcano at the heart of the city, and from the top of this famous hill you’ll see the two elegant bridges reaching over the Tay and, beyond that, beautiful countryside as far as the eye can see.

Dundee is Scotland’s fourth largest city and has a population of about 150,000. The University itself is found in the buzzing West End where our students enjoy bars, pubs, restaurants, clubs and boutique shops. The people of Dundee are famously friendly and open. Our relatively small size and close-knit community make the city both affordable to live in and a safe place to be.

We were proud to be named a finalist for the UK City of Culture 2017 and became the UK’s first UNESCO City of Design in December 2014. Culturally we punch above our weight. The University hosts science talks, exhibitions, film and comedy nights, culture and arts festivals and works in partnership with cultural centres such as Dundee Contemporary Arts, Dundee Science Centre and local businesses to make sure everyone’s involved.

There’s an awful lot to do in Dundee, and thanks to the fact that the University is in the city centre it’s all right there on your doorstep. Whether you’re a history buff looking for a museum, a drama aficionado wanting to see some live theatre, a film lover looking for a chance to catch an obscure German masterpiece on the big screen or if you just want to see the latest Star Wars with a pint, then Dundee is the place for you.

“The city is a great size, you don’t need public transport to go anywhere unlike most other cities. You can walk or cycle anywhere, and it’s close enough to nature that you can get out if you want to. There’s a great city life with pubs and clubs and everything. I absolutely love all the redevelopments.”

Larissa Kennel
Current Student, BSC Anatomical Sciences
Dundee is one of the best places in the United Kingdom to live, work and study. The Wall Street Journal made us one of their top ten ‘places to visit in 2018’.
Director of Finance

Job Role

On the Rise.
We have recorded an average rise of 20 places across the main UK university league tables over the past three years.*


The Director of Finance is responsible for overseeing all aspects of the University’s finances and financial performance.

They will play a leading role in the delivery of our Strategy to 2022, through ensuring that our financial strategy is aligned to our strategic ambitions and by making a wider contribution to our future development as a key member of the University Executive Group. An experienced leader with a sound understanding of the economy of higher education, you will report to the Principal & Vice-Chancellor in your capacity as de facto chief financial officer, while also being accountable to the University Secretary & Chief Operating Officer for delivering effective and efficient professional services through your leadership of the Finance & Procurement Directorate.
**Director of Finance**

### Key Responsibilities

- Providing clear and proactive financial leadership to the University, contributing to strategic developments, working with other leaders to seek out and exploit new opportunities and delivering our ambition of long-term financial sustainability.

- Ensuring the necessary financial strategies, resourcing models, systems and skills are in place and operating effectively to support the delivery of the University’s vision, mission and strategy.

- Developing a deep understanding of the complex economy and business drivers associated with an international, research-intensive University and using this to identify ways to enhance our financial performance, extract maximum value from our resources and positively incentivise behaviour.

- Ensuring strategies, systems and controls are in place in support of our learning & teaching, research & knowledge exchange, unregulated income growth and international activities.

- Facilitating growth in net unregulated income from fees and contracts, commercial opportunities and the exploitation of our Intellectual Property.

- Playing a full and influential part in the work of the University Executive Group in running the day-to-day business of the University, securing its longer-term development and ensuring its capacity to anticipate and respond effectively to changes in the external environment.

- Deepening the level of financial acumen of leaders and managers across the University, facilitating the development of a more entrepreneurial culture and a business partnering approach.

- Taking a lead role with senior colleagues in the University’s annual planning and budget-setting process.

- Ensuring the University complies with the statutory, contractual and financial monitoring requirements of the Scottish Funding Council, other funding bodies and commercial and public service partners.

- Guaranteeing the highest standards of financial stewardship, discipline, integrity and governance, ensuring that all financial reporting, financial management and financial accounting systems are fit for purpose.

- Creating a high-performance culture in which staff of the Finance & Procurement Directorate feel valued, operate effectively and have access to regular training and continuous professional development.

- Working together with the University Secretary & Chief Operating Officer, Service Directors and School Managers in ensuring the development, delivery and enhancement of high quality, effective and efficient services to students, staff and other stakeholders.

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*We are the world’s most influential pharmaceuticals research institution, ahead of the likes of Massachusetts Institute of Technology and the University of California Berkeley, according to Clarivate Analytics ‘The State of Innovation Report 2017’*
**Director of Finance**

**Main Duties**

1. Contributing to the future development of the University by providing strategic financial direction and high level advice to the University Court, Finance & Policy Committee, Audit Committee and University Executive Group.

2. Identifying mechanisms to enhance the delivery of the University’s strategic objectives in relation to sustainable ambition, including the introduction of appropriate means of financial modelling, analysis and incentivisation.

3. Ensuring that the finance functions of the University are carried out to the highest professional standards including planning, resource allocation, pensions, budgeting, forecasting, the preparation of final accounts, project appraisal, investment management and the financial planning and monitoring of the capital programme.

4. Leading, managing and developing the Finance & Procurement Directorate (of around 60 staff) and providing clear professional leadership in a manner consistent with the University’s values.

5. Overseeing the preparation of business plans and capital investment proposals relating to major University developments and opportunities, including supporting senior colleagues in developing costing and pricing strategies.

6. Ensuring that effective management arrangements, systems and controls are in place across the Directorate including in relation to treasury management, the cash office, insurance, research finance and procurement.

7. Maintaining a cost effective, customer-driven approach to service delivery and engendering a service ethos among staff.

8. Ensuring the finance element of the University’s integrated business system is fit for purpose and delivers the high-quality management information and business intelligence required by the University Court, University Executive Group, managers and leaders across the University and external bodies.

9. Working together effectively with senior leaders across Schools and Directorates and contributing to the efficiency of key business processes and systems.

10. Managing the University’s commercial relationship with the banks, overseeing the activities of subsidiary companies, cash flows and borrowings and managing financial relationships with a range of private sector providers including Dundee Student Villages Ltd as the provider of our student residential accommodation.

11. Ensuring that the University is operating in a tax efficient way and is complying with all current legislation on taxation.

12. Observing all the relevant national and international accounting standards, liaising with the University’s internal and external auditors and ensuring the highest standards of probity, integrity, best practice and governance.

13. Supporting the University Secretary & Chief Operating Officer across his full range of responsibilities, including leading on developments within Professional Services and deputising for him/acting on his behalf both internally and externally.

14. Playing a full part in the work of the University Executive Group, ensuring complete integration of academic and financial objectives in planning new developments and monitoring ongoing operations.

15. Identifying, managing and mitigating high level financial risks, ensuring that these are highlighted for the University Executive Group and that an appropriate risk management framework is in place.

16. Reporting as necessary to a range of external bodies including the Scottish Funding Council, the National Health Service, research funders and government agencies.
Director of Finance

Key Relationships

The Director will develop a very strong professional working relationship with other members of the University Executive Group (Principal & Vice Chancellor, Vice-Principals, University Secretary & Chief Operating Officer, Director of Human Resources & Organisational Development and Director of External Relations) as well as the wider University Management Group, which includes Deans, Directors, School Managers and other senior academic and professional staff.

You will also build strong working relationships with all members of Court, and especially the lay Chairs of the Finance & Policy Committee and Audit Committee. You will maintain effective working relationships with the internal and external auditors and develop external networks as appropriate, for example in relation to the Scottish Funding Council, other grant-awarding bodies and sector bodies such as the British University Director of Finances’ Group (BUFDG).

Person Specification

Having held a senior financial leadership role within a comparably large and complex organisation, and with a proven track record of delivery, you will be able to express a clear understanding of the financial and broader challenges facing higher education in a Scottish, UK and international context.

Your commercial and business-focused approach will be accompanied by demonstrable empathy for the University’s mission, core purpose and values-driven culture. In addition you will be required to demonstrate:

1. A proven track record of financial leadership, innovation and management in a complex organisation including the ability to think strategically and analyse difficult issues.

2. Leadership skills based on integrity, high professional and ethical standards, a commitment to diversity and inclusion and an ability to motivate and develop high-performing individuals and teams.

3. Experience of operating at governing body and/or senior management level within a dynamic environment.

4. Evidence of successfully implementing strategies and plans and managing change.

5. That you can be a strong voice in promoting sustainable ambition across the University, including having the courage and willingness to challenge constructively, take unpopular positions where necessary, make decisions, maintain focus and deliver even in the context of challenging circumstances.

6. Outstanding communication, influencing and negotiating skills, including the ability to present complex financial information in an accessible way, both verbally and in writing.

7. Evidence of a strong ‘service’ orientation and achievements in driving high levels of organisational performance and value for money.

8. A willingness to work with others to find innovative solutions to complex problems.


10. Experience of major strategic change management projects requiring high level influencing skills.

11. Experience of overseeing major capital expenditure projects from a financial perspective.

In addition, you will be educated to degree level with a professional accounting qualification and substantial post-qualification experience.

Sean O’Connor
President, Dundee University Students’ Association

“From the management to the students to the janitors to the academics, we’re all pulling in one direction. And from the minute I stepped foot in Dundee, that’s what I felt.”
How to Apply

The University of Dundee has engaged the services of FWB Park Brown, to whom applications should be sent by the closing date of Friday 6th April 2018.

In order to apply, please submit a comprehensive curriculum vitae (CV) along with a covering letter setting out your interest in the role and details of how you match the required criteria.

To apply please send your CV to Ailsa Sutherland at fwb@fwbparkbrown.com.

For further information please contact us on 0131 539 7087.