Director of Finance

Post Reference: NU7326

Salary Scale: Competitive

Vice-Chancellor
Professor Jackie Dunne MBE

Birmingham Newman University is located on Genners Lane, Bartley Green, Birmingham, West Midlands, B32 3NT.

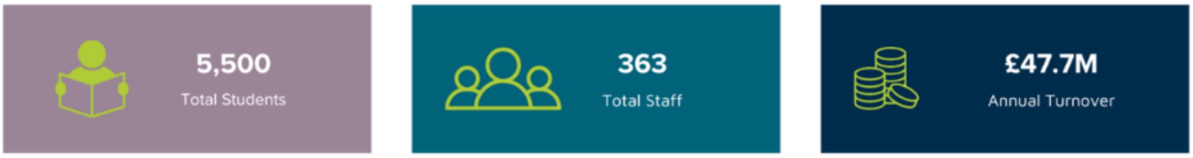
(HR – Template 16.6.26)

Birmingham Newman University

At Birmingham Newman University, we believe in the power of education to transform lives and in the potential of every individual. Our vision is to provide an inclusive and supportive environment where people are recognised, encouraged, and empowered to make a meaningful difference in their communities, industries, and the wider world.

Students, staff, and partners are more than just a number – they are recognised, encouraged, and empowered to create meaningful change. We believe that education is transformative, enabling students to see the world in new ways and to make a positive difference within it.

Building upon our Catholic heritage since 1968, Birmingham Newman has grown into a modern, inclusive university that welcomes people from all backgrounds and world views. Our values remain central to everything we do, serving as a foundation for a vibrant, diverse, and forward-looking academic community. We are proud of this heritage and continue to champion fairness, equality, and opportunity in everything we do.



We take pride in our diverse, friendly, and inclusive environment, where every student is valued, supported, and encouraged to achieve their goals. We put student success and wellbeing at the centre of everything we do, made possible by the expertise and professionalism of our dedicated staff community. Our future is shaped by a clear vision and a set of goals that reflect both our mission and our ambition, to be **the leading university in inclusive education for the graduate workforce of tomorrow**. At the heart of this is our commitment to **a values-driven, high-quality university education.**

Our focus on partnership with students and staff underpins everything we do, and this is reflected in national recognition of the quality of our student experience. We have recently been named The Times and Sunday Times University of the Year for Social Inclusion (2026), ranked 1st in England for Student Satisfaction in the Complete University Guide (2025), and named West Midlands University of the Year by WhatUni (2025). In the National Student Survey (2025) we also placed in the top ten in England for full-time student satisfaction for the second consecutive year.

We are proud to be among the top UK universities for widening participation, coming 6th in the HEPI Social Mobility Index (2024). Ninety-nine per cent of our students come from non-selective state schools, 72% are the first in their family to attend university, and over 45% come from Black, Asian, or minority ethnic backgrounds. This diversity is a strength of our community and central to our mission.

Birmingham Newman University

Over the past ten years our modern single-site campus, eight miles southwest of Birmingham city centre, has benefited from a significant programme of ongoing capital investment. We have built teaching, learning, and social spaces that are deliberately designed to support our community of staff and students to interact and learn together. Our portfolio of taught courses has also expanded in that time, reflecting our strategic goal of growing the university in ways that meet pressing social and economic needs of our region. Our specialist teaching spaces in Nursing and Allied Health, Teaching, Psychology, Sport, Law, and Computing support learning that produces highly-skilled practitioners from diverse backgrounds.

Birmingham Newman University is more than a place of study or work. It is a community rooted in care, respect, and ambition for our staff our students and the University as a whole; where staff and students work together making a difference not only in their own lives, but in their communities, professions, and the wider world.

Job Description

Job Title: **Director of Finance**

Grade: **Senior Management Pay Scale**

Salary: **Competitive**

Hours: **Full time, 37 hours per week**

Department: **Finance**

Reporting to: **Chief Financial Officer**

Context and Purpose of Post:

Birmingham Newman University is seeking an exceptional and forward-thinking Director of Finance to join the University Management Team and play a pivotal role in shaping the institution's future.

This newly created senior leadership position offers an exciting opportunity to lead the transformation of the University's Finance function within a growing, ambitious and values-led institution. The successful candidate will be responsible for developing a modern, resilient and high-performing finance service that supports the University's strategic ambitions, enhances financial sustainability and enables effective decision-making across the organisation.

Reporting directly to the Chief Financial Officer, the Director of Finance will provide strategic and operational leadership for the Finance function, deputising for the CFO as required and representing the University on internal and external committees, networks and professional groups.

A key priority of the role will be to lead the ongoing development and transformation of the Finance service, ensuring that systems, processes and ways of working are fit for the future. This will include leading the procurement and implementation of a new finance system, driving digital and technological improvements and embedding a business partnering approach that strengthens financial planning, forecasting and decision-making across the University.

The Director of Finance will ensure that the Finance team continues to deliver high standards of financial stewardship, governance and compliance, whilst increasing its capacity to provide strategic insight, scenario planning, budget holder support and financial leadership. The role will play a central part in supporting institutional growth, improving organisational performance and enabling informed decision-making across the University.

As a senior leader, you will build strong and collaborative relationships with academic and professional services colleagues, working across organisational boundaries to improve financial understanding, strengthen planning processes and support the successful delivery of the University's strategic objectives.

This role combines strategic leadership with operational delivery. Working within a relatively small and developing Finance function, the successful candidate will need to be comfortable leading significant change while remaining sufficiently hands-on to support the effective delivery of core finance operations. You will be expected to stay abreast of developments across the higher education sector, regulatory requirements and emerging best practice, ensuring that innovation, continuous improvement and compliance remain at the heart of service delivery.

We are looking for an inspiring and credible finance leader with a proven track record of delivering transformational change within complex organisations. You will bring substantial experience of modernising finance functions, implementing new systems, improving financial reporting and controls, and developing business partnering approaches that support organisational performance. You will be an effective leader, capable of building high-performing teams, influencing senior stakeholders and translating financial information into meaningful strategic insight.

This is a unique opportunity to make a lasting impact within an ambitious and evolving University. In return, we offer an environment that values innovation, collaboration and professional development, enabling you to further develop your career while making a significant contribution to the future success of Birmingham Newman University.

If you are a strategic and ambitious finance professional with the vision, leadership and drive to transform services and support organisational success, we would welcome your application

1. Main responsibilities:

Finance leadership and service development

- Manage the Finance function on a day-to-day basis, ensuring that the team provides a professional, responsive and well-controlled service to students, staff, budget holders and senior leaders.
- Provide clear leadership and management to Finance colleagues, setting priorities, developing capability, and team resilience, supporting effective performance, leading through organisational and cultural change and building a culture of strong performance, ownership, continuous improvement and customer service to ensure the function is able to respond to organisational growth and complexity.
- Benchmark Finance services against sector best practice and identify opportunities to improve efficiency, effectiveness, customer experience and value for money
- Lead and deliver a comprehensive programme of Finance transformation, reviewing structures, processes, policies, systems and operating models to ensure the service is fit for the future and aligned to the University's strategic ambitions

- Have overall responsibility for the Finance department budget ensuring it is appropriately allocated, evaluated and that it supports the delivery of key objectives.

Finance business partnering and budget holder support

- Develop a finance business partnering approach, ensuring that academic and professional service leaders receive proactive, timely and constructive financial advice.
- Support budget holders to understand their financial responsibilities, manage resources effectively, identify risks and opportunities, and take greater ownership of their budgets, promoting a culture of strong financial stewardship and value for money across the University, ensuring that resources are utilised effectively and sustainably
- Provide financial input into business cases, course portfolio decisions, staffing proposals, commercial activity, capital projects and partnership arrangements.
- Strengthen the Finance team's role as an enabling service that supports strategic delivery while maintaining appropriate control, compliance and financial discipline.
- Lead the development of financial strategies and plans that support the University's long-term financial sustainability, growth ambitions and risk appetite.
- Support the evaluation of new business opportunities, partnerships and commercial initiatives, ensuring robust financial appraisal and risk assessment

Management reporting and financial insight

- Lead the development of high-quality management information, dashboards, reports and analysis that support decision-making at institutional, faculty, directorate and budget-holder level.
- Ensure that financial reporting moves beyond retrospective monitoring and provides clearer insight into emerging risks, trends, assumptions and performance against plan.
- Work with colleagues across Planning, Registry, HR, Student Success and other areas to improve the integration and interpretation of financial and non-financial data.
- Support improved financial literacy across the University by providing clear guidance, accessible reporting and constructive challenge to budget holders.
- Deputise for the CFO as required, including preparing and presenting reports to Council and relevant University Committees and Governance Groups as required

Financial planning, forecasting and analysis

- Lead the annual budget-setting process, in-year forecasting and longer-term financial planning, ensuring that financial plans are robust, transparent and aligned to the University's strategic priorities.
- Develop the University's capacity for scenario modelling, sensitivity testing and financial analysis, particularly in relation to student numbers, staffing, estates, partnerships, franchise activity and other key income and cost drivers.
- Provide timely, accessible and forward-looking financial advice to UMT, ULT, budget holders and committees, supporting informed decision-making and effective resource allocation.
- Strengthen the connection between operational decisions and financial consequences, ensuring that business cases, staffing proposals, investment decisions and strategic initiatives are supported by clear financial analysis.

Digital enhancement, systems and automation

- Lead the improvement and modernisation of Finance systems and processes including the implementation of a new Finance system to support the ambitions of growing University. In addition, support the development of a finance systems roadmap, ensuring that the University makes best use of existing platforms while identifying longer-term opportunities for automation, integration and improved reporting.
- To actively support cross university systems projects to deliver on the University's priorities and strategic objectives.
- Work with colleagues to streamline purchase-to-pay, expenses, travel, budget reporting, income collection, reconciliations and other core finance processes.

Financial accounting, control and compliance

- Ensure that the University maintains strong financial controls, accurate records, effective reconciliations and compliance with relevant statutory, regulatory, audit and accounting requirements.
- Lead the preparation of annual financial statements, audit schedules, regulatory returns and other formal finance submissions as required, working closely with the CFO and external auditors.
- Oversee the development, communication and implementation of financial regulations, finance policies and procedures, ensuring that they are clear, proportionate and consistently applied.
- Ensure that tax, VAT, treasury, insurance, banking, audit and statutory reporting requirements are managed effectively and in line with institutional policies.

Risk, resilience and governance

- Identify, manage and escalate key financial risks, ensuring that appropriate controls, mitigations and reporting arrangements are in place.
- Address resilience risks within the Finance function through succession planning, documentation, knowledge transfer, cross-training and improved segregation of duties where practicable.
- Support the CFO in providing assurance to ULT, Council and relevant committees on financial performance, risk, compliance, audit actions and the implementation of Finance improvement plans.
- Contribute to institutional governance through membership of UMT and attendance at committees, working groups and project boards as required.

Wider contribution

- As a Senior Manager and member of the University Management Team, the post holder is responsible for ensuring that University policies and procedures are implemented effectively and that staff receive appropriate induction, training and ongoing support.
- As a member of the University Management Team, contribute actively to the development and delivery of the University's Strategic Plan and wider institutional priorities.
- Provide strategic advice and challenge to senior leaders on financial sustainability, strategic investment and organisational performance.
- Lead and contribute to cross-University projects, transformation programmes and organisational change initiatives.
- Represent the University internally and externally as required by the Chief Financial Officer.
- Ensure compliance with all relevant legislative requirements, University policies, health and safety regulations, and sector best practice across the service area. In accordance with the University’s Information Security Policy, the postholder will be dealing with highly restricted information as part of their duties.
- This role requires the role holder to work wholly or predominately on campus

2. Health & Safety:

- Under the Health & Safety at Work Act 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the University on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare. The post holder must follow Health & Safety requirements in line with their training and instruction, and report to management any unsafe acts or conditions, defects in equipment or facilities that have the potential to affect health and safety. The post holder must report to management any injuries they receive whilst at work.

- Where post holders line manage staff and services, they will be responsible for the health, safety and welfare of those staff and services in accordance with the University's Health & Safety Organisational Arrangements.

3. General Terms

- Variation to Job Description

  This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of a similar level of responsibility. It is anticipated that this job description will change over time in accordance with the needs of the role and the post holder will be consulted on any proposed amendments. Therefore, University reserves the right to vary the duties and responsibilities of its employees within the general conditions of employment and related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as required to meet the changing needs of the service.

- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that 'restricted information' or 'highly restricted information' to which they have access remains confidential during and after their employment at Birmingham Newman University. All staff must undergo appropriate data protection training as defined by the University's Data Protection Policy and comply with the University's Information Security Policy and IT User Policies including the General Conditions of use of Computing and Network Facilities, Bring Your Own Device Policy and Wireless Networking Policy.

- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.

- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process, attend the mandatory training and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.

- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role.

- All absence from work must be reported in accordance with the University's Absence Management Policy and recorded on iTrent and staff are expected to be familiar with and follow the Policy.

- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

4. Person Specification

Criteria	Essential	Form of Assessment (*amend as applicable)	Desirable	Form of Assessment (*amend as applicable)
Educational Qualifications and Training	Relevant professional accountancy qualification	Application	Relevant first degree or postgraduate qualification or equivalent professional experience.	Application
Relevant work experience and/or knowledge	Significant post-qualification experience in a senior finance role within a complex organisation.	Application/ interview	Experience working within the higher education sector	Application/ interview
	Strong experience of budgeting, forecasting, management reporting and financial analysis.	Application/ interview		
	Experience of leading, managing and developing finance staff including setting priorities, improving performance and building capability.	Application/ interview		
	Experience of finance systems improvement, reporting tools, workflow automation or digital process change.	Application/ interview		
	Strong experience of budgeting, forecasting, management reporting and financial analysis.	Application/ interview		
	Experience of supporting service redesign,	Application/ interview		

Criteria	Essential	Form of Assessment (*amend as applicable)	Desirable	Form of Assessment (*amend as applicable)
	organisational change or finance transformation. Experience of improving finance processes, controls, reporting or systems.	 Application/ interview		
Relevant and/or Specific skills required	Ability to work effectively with senior leaders and budget holders, providing constructive support and practical financial advice. Ability to interpret complex financial and non-financial information and turn it into clear recommendations Strong understanding of financial accounting, audit, reconciliations, statutory reporting, tax and financial controls. Excellent written and oral communication skills, with the ability to explain complex financial matters to non-finance audiences Ability to balance strategic thinking with operational delivery in a complex environment.	Application/ interview Application/ interview Application Application/ interview Application/ interview	Awareness of statutory, regulatory and compliance requirements required of UK Higher Education institutions in relation to student finance, funding and reporting.	Application/ interview
Personal qualities and attributes	Commitment to student success and the mission of Birmingham Newman University.	Application/ Interview		

Criteria	Essential	Form of Assessment (*amend as applicable)	Desirable	Form of Assessment (*amend as applicable)
	Self-motivated and able to motive others Manage competing deadlines in tight deadlines Resilience and confidence in operating flexibly and pragmatically in the face of shifting expectations and pressures Time management and organisation	Application/ interview Application/ interview Application/ interview Application/ interview		
Other	Basic DBS Check may be required	Application/ interview/test		

General Terms & Conditions of Employment

This post is a full time appointment offered on the Senior Manager Pay Spine (Competitive Salary). The appointment is subject to meeting all pre-employment clearances and requirements of the Person Specification.

All new employees undergo a period of probation in accordance with the University Probationary Scheme and confirmation of employment is dependent on the satisfactory completion of that probationary period.

The standard hours of work are based on 37 hours per week for Professional and Support Staff and 35 hours per week for Academic Staff. Your line manager will discuss with you the required working hours.

The University holiday year runs from January to December for Professional and Support Staff and from September to August for Academic Staff. The post carries an entitlement to 35 working days (for a full-time position, otherwise pro rata) of paid leave during the course of the holiday year (pro rata if the appointment is made during the holiday year), in addition to Statutory Bank Holidays. There may also be discretionary days and days when the University is closed on particular dates in the interests of efficiency.

Disclosure and Barring Service

It is a condition of employment that all relevant posts are vetted by the Disclosure & Barring Service (DBS) and if it applies to this appointment, you will be required to undertake a DBS check. The University will pay the fee for this service. Any false declarations or any findings from the Disclosure could affect the suitability for employment.

Pension and Auto Enrolment

If you meet the criteria set out below and are not already an active member of any of our pension schemes, the University is required to auto-enrol you into a suitable pension scheme.

The criteria for auto-enrolment are:

- Age - if you are 22 or over but no more than State Pension Age
- Earnings - a minimum of £10,000 per year
- Working in the UK

The pension schemes supported by Birmingham Newman University are:

- https://www.teacherspensions.co.uk - Teachers' Pension Scheme for academic staff
- http://aviva.co.uk - Aviva Scheme for professional and support staff
- http://www.nestpensions.org.uk - National Employment Savings Trust, NEST for staff not eligible to join either of the above schemes

You will be auto-enrolled into the National Employment Savings Trust (NEST) unless you are an academic and eligible to contribute to TPS, or other member of professional and support staff employed on a substantive contract of employment, in which case you will be auto-enrolled into Aviva, our defined contributory scheme. You will receive a notice from the University Payroll Department telling you that you have been auto enrolled and advising you of your options, including the right to opt out. Once you have been auto-enrolled, you will have an option to opt-out of the pension scheme and receive a refund of your first contribution. There is a time limit of one month in which to do this, and you will have to contact your pension scheme to make this happen; **the University is prohibited, by law, from helping you to opt-out.**

Staff Benefits

We offer a wide range of Staff Benefits including 35 days annual leave entitlement plus bank holidays (pro rata for part time posts), pension scheme, chaplaincy and spiritual care, library services, free on-site parking, discounted travel scheme, cycle to work scheme, employee assistance programme, occupational health and counselling services and staff development opportunities. Further details of the full range of staff benefits available can be found on our website: Birmingham Newman University - Jobs - Staff benefits or please contact the Human Resources Department.

Procedure for Application

Application forms should be completed and submitted online via the Application Form link for each advertised post. CV’s and covering letters are not accepted as part of the application process unless explicitly stated. Considerable emphasis is placed in the shortlisting process on how candidates demonstrate in their application that they possess the qualifications, experience, skills and qualities which are required for the post. **Application forms should therefore refer explicitly to how you meet the essential and desirable criteria for the post you are applying for**.

The University is an Equal Opportunity Employer, and we operate the Disability Confident Employer Standard which amongst other things guarantees an interview to disabled applicants who meet the essential criteria of the job specification.

Two referees should be identified who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post and must include your current or most recent employer or their representative. You must disclose whether you are related to any employee of the University, or to any member of the Council. Canvassing for appointment disqualifies you from being selected for interview or being appointed to the post in question.

Should you be selected for interview please be aware that we are unable to reimburse interview expenses. If you have not heard from us within four weeks of the advertised closing date, please assume that you have not been shortlisted on this occasion.

Closing date for applications: Tuesday 29th September 2026
Interviews will take place on Friday 23rd October 2026

Birmingham Newman University
Privacy Notice

Birmingham Newman University collects and processes your personal data in order to take steps at your request prior to entering into a contract and so that it can meet its statutory and legal obligations. For further information about how Birmingham Newman University processes and protects personal data please refer to Policies and procedures - Birmingham Newman University