

Helpdesk Report: Head of Finance

by

Incomes Data Research

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This report has been produced by Incomes Data Research Limited as part of the ECC Labour Market and Pay Data Service.

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1. Introduction

This report has been prepared by Incomes Data Research (IDR) and, as requested, it provides market salary data for the following role(s):

- Head of Finance

2. Market salary data

This section presents the market salary data. We aim to provide a minimum of three sources of information for each job to enable ‘triangulation’ of the results, and thereby provide the widest possible assessment of the market for this role.

2.1. Market data

The tables in the following sections provide the aggregate market salary for a full-time Head of Finance.

2.1.1. NHS data

In this section we provide information on the salary range for the pay band likely to cover comparator jobs in the NHS. The NHS, with 1.2m staff is the largest employer in the UK and as such plays a key role in influencing the market for many non-medical roles, particularly in education, given the links between parts of higher education and the NHS.

Head of Finance roles at small trusts in the NHS are typically employed on Band 8a or 8b and the current salary range is between £48,526 and £54,619 (Band 8a) and between £56,164 and £65,262 (Band 8b) a year outside of London and high-cost areas in the South East/South.

Roles based in high-cost areas qualify for the following supplements:

- Inner London – 20% of basic salary, subject to a minimum payment of £4,888 and a maximum payment of £7,377;

- Outer London – 15% of basic salary, subject to a minimum payment of £4,108 and a maximum payment of £5,177;
- Fringe – 5% of basic salary, subject to a minimum payment of £1,136 and a maximum payment of £1,915.

2.1.2. IDR data

The following tables contain data from IDR Pay Benchmarker, our online database of salary information. This data has been collected by IDR directly from employers through surveys and bespoke data collection for the IDR Pay Benchmarker service.¹

Finance Manager, public sector job level 8

Job level	Company count	Lower quartile	Median	Upper quartile	Average
Level 8	20	£51,036	£53,785	£56,000	£53,871

Source: IDR Pay Benchmarker.

2.1.3. Recruitment data

The data in this section is based on analysis of recruitment salaries for a similar role(s). It is a guide to starting pay for these roles, and in some cases also provides a guide to the maximum that might be achieved.

SLT and Support Function

Job role	Range £pa	Typical £pa
Director of Finance, South	£50,000 - £75,000	£57,500
Finance Manager, South	£37,000 - £49,000	£43,000

Source: Reed Salary Guide 2022, Further Education

¹ Refers to the IDR Job Level. These typically cover the following types of roles: 1 and 2, admin, support and manual roles; 3 and 4, secretarial and craft roles; 5 and 6, vocational and supervisory; 7 and 8, professional and managerial; 9, senior management; 10a and 10b, directors; 11, senior directors/chief executives.

3. Job advertisements

This section details current comparable vacancies from our database of advertised positions.

Head of Finance - job advertisements

Reference ID	Organisation	Job title	Min	Max	Location
ID642	Central Saint Martins	Head of Finance	£48,534	£65,148	London
ID644	University of Manchester	Head of Research Finance Service delivery	£54,949	£65,578	Manchester
ID645	Queen Margaret University, Edinburgh	Head of Finance	£53,353	£61,823	Edinburgh
ID646	The Insolvency Service	Head of Financial Controls	£50,508	£57,674	Birmingham

3.1. Job advertisements

The following pages present the job advertisements for the above vacancies.



ual:

Head of Finance - Central Saint Martins (CSM)

University of the Arts London, Central Saint Martins

Location:	London	Placed On:	16th September 2022
Salary:	£48,534 to £65,148 per annum	Closes:	2nd October 2022
Hours:	Full Time	Job Ref:	8741
Contract Type:	Permanent		

[Apply](#)

The Head of Finance at Central Saint Martins is responsible for the provision of College Financial planning, financial reporting and analysis together with the college's finance operations.

As Head of Finance at CSM, you will lead and manage the finance team, ensuring the provision of accurate and timely financial information and delivery of a professional service to a wide range of stakeholders.

Supporting the College Management team, you will play a key role in strategic decision-making within the College and provide financial analysis to monitor the delivery of the University's strategic objectives.

Why join us?

For the fourth year running, University of the Arts London is the world's second University for Art and Design in the QS World University Rankings® 2022. Our diverse and talented community comprises over 5,000 academic, professional, and technical staff. Together we are committed to social purpose. This includes creating a better a more sustainable world and championing race equality.

We offer highly creative working environments that inspire staff across all areas to fulfil their potential and continuous training to further develop their skills and expertise. We also offer hybrid and flexible working practices, and excellent staff benefits to improve your work life balance.

Your profile

You will be a qualified accountant with a recognised Accounting Body (CIMA, ICAEW, ACCA, CIPFA or equivalent), who has progressed their career through financial management and business partnering. The successful postholder will be a driver for change with experience providing leadership and management of a finance team. Experience working with large data sets using Excel at an advanced level is essential as is experience of financial planning and budget setting, ideally in a large Higher Education organisation. We are seeking a positive individual who enjoys working with a range of stakeholders and has the communication style to be able to influence effectively.

If you have any queries about this role, please contact us via email PSOstaffrecruitment@arts.ac.uk

To apply, please click the apply button.

Closing date: 2 October 2022 23:55.

UAL is committed to creating diverse and inclusive environments for all staff and students to work and learn – a university where we can be ourselves and reach our full potential. We offer a range of family

Head of Finance

[Send](#) | [Save](#) | [Apply](#)

Head of Research Finance Service Delivery

Oxford Road, Manchester

£54,949 to £65,578 per annum, depending on relevant experience

The Role

We are recruiting a full-time Head of Research Finance Service Delivery to join a friendly, collaborative, and dedicated Research Finance Team at University of Manchester.

Research Finance sits within the Directorate of Finance and is responsible for managing annual research income of around £250 million from a portfolio of approx. 2,500 live research grants and contracts across the three University Faculties.

Candidate Requirements

The Head of Finance will have previous experience of working in higher education and leading a large team. You will possess excellent organisational skills, oral and written communication skills with the ability to communicate effectively and sensitively. You will be self-motivated, able to demonstrate a flexible approach to work, be able to work independently and to show initiative as well as demonstrate the ability to adapt to constantly changing challenges and provide creative solutions. You will be

Similar jobs

[Head of Finance & Resources](#)

Bone Cancer Research Trust

[Head of Finance](#)

Michael Page Finance

[Head of Finance](#)

Lloyd Barnes

Recruiter	The University of Manchester
Location	Manchester
Salary	£54,949 to £65,578 per annum, depending on relevant experience
Posted	16 Sep 2022
Closes	04 Oct 2022
Ref	PSX-019719
Job Title	Financial Controller
Category	Accountancy
Contract Type	Permanent
Hours	Full Time



used to meeting deadlines using judgement to prioritise competing demands.

Using your excellent interpersonal skills, you will build relationships across the University – working with colleagues in Research Support, Finance, and world-leading researchers.

Please see the job description for more details on the main duties of the Head of Finance role and the essential criteria we are looking for in a candidate.

As an equal opportunities employer we welcome applicants from all sections of the community regardless of age, sex, gender (or gender identity), ethnicity, disability, sexual orientation and transgender status. All appointments are made on merit.

Our University is positive about flexible working – you can find out more on our website.

Blended working arrangements may be considered.

Apply Now

Apply for this Head of Research Finance Service Delivery role by clicking the apply button now.

Please note that we are unable to respond to enquiries, accept CVs or applications from Recruitment Agencies.

This vacancy will close for applications at midnight on the 4 October 2022.



Job details

Job reference CVFN025A

Date posted 12/09/2022

Application closing date 25/09/2022

Package

Contractual hours 35.75

Basis Full time

Job category/type Professional Services

Attachments

 Head of Finance Job Description - update Sept 2022.doc

Head of Finance

Head of Finance

Finance Division

Full Time, Open ended

Vacancy Reference: CVFN025A

This is a key role in shaping the University's financial strategy through the continuing development and implementation of a long-term financial plan, whilst ensuring that relevant management information is produced and explained, that the financial performance of the University is monitored and reported upon and that financial processes and controls are operating effectively.

Reporting to the Director of Finance & Corporate Strategic Development, you will be responsible for the management of the finance function, ensuring the provision of an efficient, timeous, accurate and meaningful financial reporting service. You will also manage the relationship with auditors, funders and other stakeholders. Other tasks will include overseeing the development of financial management information systems, and ensuring effective processes for procurement, value for money and treasury management. You will be required to prepare and present reports to the University Court and to the Finance & Estates and Audit & Risk Committees.

You will hold a professional accountancy qualification with at least five years' post-qualification experience covering the full range of accounting and financial management responsibilities. An assured and confident oral and written communicator, you will be proficient in the analysis and interpretation of complex financial data, be able to meet tight deadlines, and be willing to take on new tasks and projects.

The closing date for this position is Sunday, 25th September 2022



**Queen Margaret
University**
EDINBURGH

School/Department or Research Centre	Finance
Role Title	Head of Finance
Responsible to	Director of Finance & Corporate Strategic Development
Responsible for	Senior Accountant, Finance Office Manager, Procurement Manager, Finance Business Partners and Research Grants & Contracts Unit
Salary/Grade	Grade 9 : £53,353 - £61,823 (possible progression to £73,786)
Hours	Full Time (35.75 hours per week)
Contract Basis	Open ended
Disclosure Check	Basic
Location	Craighall Campus

Purpose of the Finance Division

To implement and further develop the University's financial strategy, in partnership with senior management.

To ensure that reliable and meaningful management information is made available to users, including the University Court and its committees, senior management, University budget holders and external users (such as the Scottish Funding Council).

To ensure that adequate internal financial controls are in place and are operating effectively, to the satisfaction of internal and external auditors, the Audit & Risk Committee and the University Court.

To ensure that all financial transactions are processed accurately and timeously.

To ensure that appropriate support is provided for the effective management of research, knowledge exchange and commercial activities.

To ensure that income is administered efficiently, is maximised and received as early as possible, and that costs are controlled effectively.

Role purpose

To deliver a high quality, proactive financial management and management information service to managers across the University, to the University Court and its committees, and to external stakeholders. To Deputise for the Director of Finance & Corporate Strategic Development as required and to facilitate the delivery of the relevant financial management information and associated reports as part of the strategic planning, financial forecasting and year end accounts processes. To develop, manage and facilitate procedures for the effective support of research, knowledge exchange and commercial activities.

Principal duties or key objectives

- Manage the operational activities of staff in the Management Accounting, Finance Office and Research Grants & Contracts sections of the Division, including taking a pro-active role in ensuring the development of these staff, making use of the management of performance and performance enhancement review processes.
- Ensure the delivery of high quality, relevant and timely management information to the University Court and its committees, to the Senior Leadership Team, and to managers across the University.
- Provide training and pro-active advice and support to managers in discharging their financial management responsibilities.
- Take the lead role in the preparation of the annual statutory accounts for the University and its subsidiary and associated companies.
- Ensure that proper financial controls and procedures are in place and are regularly reviewed, and that the University is operating in accordance with these procedures.
- Take responsibility for the integrity of the Payroll process, including reviewing and authorising the monthly payroll run (along with the Head of Human Resources).
- Oversee compliance with statutory and regulatory requirements, including the submission of VAT and other tax returns and financial information requirements of the Scottish Funding Council, the Office of the Scottish Charity Regulator, Companies House and the Higher Education Statistics Agency.
- Take responsibility and accountability for the whole procurement function, and take the lead role in managing procurement activity and value-for-money processes across the organisation. Ensure a clearly articulated procurement strategy.
- Working with the Senior Accountant, oversee the ongoing development of financial, procurement and research support management information systems and their efficient and effective operation.
- Ensure the provision of an efficient support service for research, knowledge exchange and commercial activities.
- Maintain the University's treasury management policy and practices, providing effective management of funds and borrowing.
- Manage the operational relationships with the University's internal and external auditors, bankers, insurance providers and other relevant advisors.
- Represent the University on relevant professional and sector-wide groups.
- Carry out any other duties commensurate with the role which are deemed appropriate by the Director of Finance & Corporate Strategic Development.

Head of Financial Controls

Insolvency Service

Apply before 11:55 pm on Sunday 25th September 2022



Reference number

237081

Salary

£50,508 - £57,674

Grade

Grade 7
D2

Contract type

Permanent

Business area

Insolvency - Finance and Commercial Directorate

Type of role

Accountancy
Corporate Finance
Finance

Working pattern

Flexible working, Full-time, Job share, Part-time

Number of posts

1

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Location

Birmingham, Cardiff, Edinburgh, Exeter, Ipswich, Leeds, Manchester, Newcastle and Nottingham. The post may be located in the Birmingham office if approved by the director and will be assessed on a case by case basis to manage potential capacity issues in this location.

About the job

Summary

The Insolvency Service is a leading Government agency which plays a crucial role in providing essential services to the public and to business. The work we do is important to the proper functioning of markets, the economy in general and support for thousands of people each year who are in financial difficulty.

Inclusive and diverse teams are important to us. We welcome and encourage applications from everyone, including groups underrepresented in our workforce. The Insolvency Service strives to ensure that the agency is a safe, inclusive and welcoming place for everybody to bring their true self to work and to help the agency to achieve its diversity objectives. We have 10 active employee network groups available to join or become an ally, these include LGBT+, FACES, Disability & Health, Break the Stigma, Women's, The Shed, Carers, Part Time Workers, No Limits and Grass Roots.

We offer part-time time, job share and flexible ways of working. We value capability, technical skills and experience and we place great emphasis on lifetime development to support our people. We encourage our employees to become more involved in areas they feel strongly about, whether it be for the benefit of the agency, through our Engagement network or in their own local communities via volunteering opportunities.

The Insolvency Service is a great place to work, learn and grow your career.

We are seeking to recruit a Grade 7, Head of Financial Control to build and develop a dedicated Financial Control team. The Head of Financial Control will work to the Head of Core Finance and will be responsible for working with a wide variety of stakeholders to ensure compliance with and reporting of mandated controls.

This role will work closely with the Chief Technical Accountant to shape and strengthen financial policies.

Read our Candidate Pack to find out more about the role and how to apply.

Job description

Reporting to the Head of Core Finance, the duties of the Head of Financial Control will include:

- Providing assurance to the Insolvency Service Accounting Officer and our sponsor Departments Principal Accounting Officer

Assist the Chief Technical Accountant on clearance of any internal or external audit recommendations pertaining to Financial Control

Lead the management and mitigation of risks associated with Financial Control

Ensure maximum compliance to Cabinet Office Global Design Principles for all relevant processes as mandated in the Government Functional Standards, in order to make processes more effective for end users and support the Finance Function vision, Government Shared Service Strategy, and the wider Government Transformation Strategy.

Provide assurance of adherence to Mandatory Financial requirements such as HMT and Cabinet Office Controls and provide additional assurance that tax laws and other legislation and regulations are routinely considered and adhered to.

Support the production of Statutory Accounts and the Audit process for any Financial Control matters

Responsible for ensuring the Agency's compliance with off-payroll working rules, including provision of advice and guidance to the Finance Director to support assessment of contracts determined to be out of scope of IR35 by the hiring manager.

Responsibilities

Person Specification:

This is an exciting and high-profile role at the heart of finance in the agency.

We are looking for:

A highly motivated individual with extensive experience in successfully managing complex Financial Control matters within a public sector setting.

An Individual with a strong track record of advising on application of Managing Public Money and associated publications, and implementation and/or improving compliance with Government Functional Standards or Financial Global Design Principles.

A strong stakeholder manager; you will have the ability to build and establish positive relationships with a range of stakeholders to support the delivery of business outcomes and possess good interpersonal skills and communication skills, written and verbal.

A highly organised individual; able to work independently to build a dedicated Finance Control Function, in a flexible way and respond to competing priorities and challenges.

Essential Knowledge & Experience (including qualifications)

Fully CCAB or CIMA qualified

Experience of applying and advising on Financial Control matter associated with central guidance such as Managing Public Money

Experience of improving compliance with Government Functional Standards and/or Financial Global Design Principles

Desirable Knowledge & Experience

Experience of writing HMT submissions and/or Sponsor Department papers on matters of Financial Control

Experience of advising on Accounting Officer standards

Qualifications

Fully CCAB or CIMA qualified

Behaviours

We'll assess you against these behaviours during the selection process:

Seeing the Big Picture

Making Effective Decisions

Working Together

Communicating and Influencing

Benefits

We want you to have a good work-life balance and want to support you in all that you do so we offer a great benefits package:

- Flexible working arrangements and flexi-time.
- Full time new entrants to the Civil Service and those Civil Servants on modernised terms and conditions will be entitled to 25 days leave increasing on a sliding scale to 30 days after 5 years' service.
- In addition to this you are entitled to 8 public/bank holidays plus an additional day for the Queen's Birthday.
- Competitive maternity, paternity and parental leave.
- 5 days paid leave for learning and development.
- 5 days paid for volunteering.
- Cycle to work scheme.
- Season ticket loan.
- Staff have access to an employee assistance programme, Workplace Wellness, for confidential, independent support and advice during difficult times in either their professional or personal life.

Civil Service Pension

- Your pension is a valuable part of your total reward package where the employer makes a significant contribution to the cost of your pension. Your contributions come out of your salary before any tax is taken. This means, if you pay tax, your take-home pay will not be reduced by the full amount of your contribution; and your pension will continue to provide valuable benefits for you and your family if you are too ill to continue to work or die before you retire. For more information, visit www.civilservicepensionscheme.org.uk

Things you need to know

Security

Successful candidates must pass a disclosure and barring security check.

People working with government assets must complete [basic personnel security standard](#) checks.

Selection process details