Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

1. Role Details

<table>
<thead>
<tr>
<th><strong>Vacancy reference</strong></th>
<th>13830</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job title:</strong></td>
<td>IT Finance and Contracts Manager</td>
</tr>
<tr>
<td><strong>Reports to:</strong></td>
<td>Head of IT Corporate Services</td>
</tr>
<tr>
<td><strong>Salary:</strong></td>
<td>£39,324 to £46,924</td>
</tr>
<tr>
<td><strong>Terms and conditions:</strong></td>
<td>Terms and Conditions – Academic Related</td>
</tr>
<tr>
<td><strong>Grade</strong></td>
<td>Grade 8</td>
</tr>
<tr>
<td><strong>Duration of post:</strong></td>
<td>Fixed-term contract for 12 months</td>
</tr>
<tr>
<td><strong>Working hours:</strong></td>
<td>37 hours, Monday to Friday</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Milton Keynes</td>
</tr>
<tr>
<td><strong>Closing date:</strong></td>
<td>Midday 31 July 2017</td>
</tr>
<tr>
<td><strong>Type of application form accepted:</strong></td>
<td>Long version with covering letter</td>
</tr>
<tr>
<td><strong>Number of referees required:</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Unit recruitment contact:</strong></td>
<td><a href="mailto:IT-recruitment@open.ac.uk">IT-recruitment@open.ac.uk</a></td>
</tr>
</tbody>
</table>
2. Summary of duties

About the Role

The role holder will be responsible for managing the finances affecting IT providing a central point within IT for procurement and finance activity, and providing governance and control of all budgets and spend across the department. Working closely with the University’s Procurement team, a key element of the role will be ensuring value for money at every stage of the procurement process and throughout supplier engagement.

Key Activities

- Overseeing day-to-day finance and contracts activities for IT, while also focusing on the long-term interests of the department and the OU.
- Preparing any regular or ad hoc reports relating to the performance of the team or the financial/procurement activities within the department.
- Leading and managing a team of 4+ staff.

In partnership with Finance Division:

- Working with IT Exec, Senior Management and the Unit Accountant to manage and validate the budgets, forecasts and to track/challenge spend.
- Leading and managing the IT Year End process, paying particular attention to accruals and prepayments.
- Overseeing the production and reporting of financial KPIs.
- Monthly resource planning – ensuring the effective use of resources across all IT departments.
- Working with the Unit Accountant to produce accurate quarterly financial forecasts and commentary.

In partnership with the University’s Procurement team:

- Developing and managing processes for centralising procurement activity within IT, ensuring these processes comply with OU policy and guidelines.
- Coordinating the supplier and contracts engagement, and centralising this activity for IT.
- Supplier management including negotiating new/revised contracts and the ongoing management of application software license agreements to ensure best value for the OU.
- Supplier management for all hardware contracts including service delivery and warranty support.

Main Responsibilities

- Management of the IT Finance and Contracts team.
- Ensuring contract renewals are managed in a timely manner to ensure compliance with OU policies.
- Resolving issues with contracts and IT operations.
- Managing internal communication of key contractual elements – including financial, service levels and obligations of suppliers and OU.
- Continuously working to strategically expand, preserve or improve procedures, standards or policies whilst complying with regulatory guidelines.
- Undertake special investigations or ad hoc projects on behalf of the Head of IT Corporate Services which may require confidential investigations or analyses.
- To be the first point of contact on procurement, finance and budget matters within the department, giving advice, guidance and direction to IT Senior Management and budget holders to ensure they comply, control and meet their financial performance responsibilities and deadlines.

In partnership with the University’s Finance team:

- Analysing financial and other reports that give insight into how the department can make adjustments to improve performance.
- Holding regular budget reviews with IT Exec, Senior Management and the Unit Accountant to have clear understanding of current budget/spend position and how to maximize IT’s use of financial resources.
- To manage the budget-setting and forecasting processes for non-staff budgets and assist with staff
budgets, working with the full range of budget holders throughout the department.

- To manage and monitor the usage of IT budgets throughout the year, and to take action as necessary to ensure appropriate levels of expenditure.
- To find solutions where additional expenditure is required above the budget allocated.
- To manage the monthly financial review, advising on actions required in respect of potential variances.
- To be responsible for the preparation of the financial information required for the annual Unit Plan, including activity costings. To work closely with the Unit Accountant to ensure all the information meets the Financial Guidance provided.

In partnership with the University’s Procurement team:

- Leading on IT responses in support of bids or tenders developed across the University.
- Assessing the risks associated with a contract and making recommendations to treat them.
- Ensuring that suppliers comply with agreed contract terms and service levels, where appropriate.
- Establishing and maintaining clear purchasing and procurement guidelines and processes for IT.
- Leading supplier sourcing activity within IT ensuring the early engagement with the University’s Procurement team and compliance with internal policies and processes.
- Identifying and applying appropriate supplier management strategies.

3. Person specification

Requirements  (E = Essential/ D = Desirable)

**Essential Knowledge and Experience**

- Degree or equivalent.
- Experience working in a finance team undertaking commitment accounting, forecasting and year end processes relating to substantial budgets.
- Experience in leading or participating in public sector tender processes.
- Risk management experience.
- Experience in managing complex supplier relationships.
- Experience of setting and reviewing supplier service levels.
- Proven experience in managing people.
- Strong IT skills including regular use of Microsoft packages and advanced Excel skills.
- Strong numeracy skills.
- High standard of written and oral communications skills.
- Ability to negotiate and persuade in area of own expertise.
- Excellent planning and organisational skills.

**Desirable**

- Finance or Business qualification.
- Experience of working in a large IT organisation or department.
- Technical (IT) knowledge would be advantageous.
- Experience of working in higher education or a comparable large scale complex organisation.

**Personal Qualities**

- Attitude which welcomes new challenges and a constantly changing work environment.
- Able to work independently and on own initiative.
- Demonstrates personal responsibility.
- Experience of working with conflicting priorities.
- Ability to work accurately under pressure, to agreed timescales.
- Flexibility of approach.
• Excited by, and driven to deliver bottom-line value for the organisation.

4. Role specific requirements e.g. Shift working

N/A

5. About the unit/department

Information Technology (IT)

The Higher Education sector in England is undergoing dramatic change as institutions adjust to serious reductions in state funding for teaching and students have to bear more of the cost of their education. As well as these cost drivers, the entry of more private providers to the sector and the increasing consumer power of high fee-paying students will put a premium on service delivery and cost efficiency. In turn, this will throw emphasis on the development of robust, efficient, enterprise-scale IT systems to increase efficiency and customer choice.

Information Technology provides and supports all central University IT services and is responsible for the institution’s Technical Infrastructure. In addition to this service and support provision, IT develops systems to support the business requirements of the organisation.

IT Corporate Services

IT Corporate Services is a cross-functional, non-technical support team for IT. The team strengthens and supports all areas of IT and our focus is on governance, support, collaboration and quality of service.

The main areas of focus for Corporate Service are: Project Support, Finance & HR, IT Procurement, Communications and Executive Team Support.

Key activities include:

• Project governance, reporting, analysis and support.
• Recruitment, HR advice, training,
• Budget management and purchasing.
• Procurement, supplier engagement, contract renewals and management.
• A range of IT communications – in both content and delivery options.

In addition to this, we also work to support strategy development and delivery for IT, plan for staff engagement and development, as well as working with other areas of the University to develop better ways of working.

6. How to obtain more information about the role or application process

If you have any questions regarding the application process please contact the recruitment team on 01908 653285 or email: IT-Recruitment@open.ac.uk.
7. The application process and where to send completed applications

<table>
<thead>
<tr>
<th>Please ensure that your application reaches the University by:</th>
<th>Midday 31 July 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post it to:</td>
<td></td>
</tr>
<tr>
<td>Name/Job title:</td>
<td>IT Recruitment</td>
</tr>
<tr>
<td>Department/Unit:</td>
<td>Information Technology</td>
</tr>
<tr>
<td>Address:</td>
<td>Walton Hall</td>
</tr>
<tr>
<td>Post Code:</td>
<td>MK7 6AA</td>
</tr>
<tr>
<td>Or e-mail your application to:</td>
<td><a href="mailto:IT-Recruitment@open.ac.uk">IT-Recruitment@open.ac.uk</a></td>
</tr>
</tbody>
</table>

8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Charlotte Dutch – Head of Strategic Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>The other members of the interview panel will be:</td>
<td>TBC</td>
</tr>
<tr>
<td>The interviews will take place on:</td>
<td>TBC</td>
</tr>
<tr>
<td>The selection process for this post will include:</td>
<td>TBC</td>
</tr>
</tbody>
</table>

We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates.

Applications received after the closing date will not be accepted.