Treasury Manager
Finance

Closing date: 21 January 2019
Interview date: 5 February 2019
Vacancy reference: 7249
INTRODUCTION

The University of York, established in 1963, is ranked in the top 20 universities in the United Kingdom and we are ranked in the top 1% of universities in the World. Higher education has been an area of rapid growth over the last two decades, both in the UK and globally and the University of York has been at the forefront of this growth. New opportunities have emerged to improve our recruitment of overseas students, invest in our academic courses and student experience, establish academic and commercial joint ventures in the UK and overseas, develop new research partnerships and industry ventures.

The University now has an annual income of £367m, over 17,000 students and employs more than 4,000 staff. The Finance Department plays a central role in ensuring operational support for colleagues across all academic and support departments. As part of our commitment to the provision of high quality support services, a new Treasury Manager role has been created. The University is seeking a high calibre Accountant to join our Group Financial Accounts team and lead the Treasury activities.

You will be responsible for cash management, short term cash investment, bank covenant compliance and endowment fund accounting, as well as the preparation of both long term and short term cashflow forecasts in order to manage the University’s cash balance and investments effectively. You will have excellent communication and interpersonal skills in order to build a network of key contacts with third party banks and investment brokers, and be a team player with a drive to get things right first time.
**Main purpose of the role**

The Treasury Accountant is responsible for cash management, short-term cash investment, bank covenant compliance and endowment fund accounting, preparation of both long-term and short-term cashflow forecasts in order to manage the cash balance effectively, and provides specialist advice to senior management and committees in order to support the strategic plan of the University.

**Key responsibilities**

(Role holders will be required to undertake some or all of the duties below)

- Establish a best practice investment policy that meets target rates of return
- Responsible for establishing regulatory compliance and best practice in the University in relation to money laundering, cash handling and Payment Card Industry Data Security Standard (PCI DSS)
- Responsibility for effective setup, administration, authorisation and view rights to all investment and bank accounts
- Establish register of bank and investment authorisation structure and develop this to encompass best practice to safeguard the group financial resources in an effective manner.
- Monitoring and reporting on compliance with existing and proposed banking covenants internally to management and to external bank stakeholders
- Build a network with external professional advisors to seek new investment opportunities
- Act as key strategic contact to investment holders, banks and cash office colleagues for all non-operational treasury matters providing technical support in areas of expertise to colleagues as required
- Manage, advise and report on performance of all investment and bank accounts to management and committees as required
- Management of and accounting for the University's endowment funds
- Investment of surplus cash
- Forecast long-term and short-term cash flow fed by information from the capital programme, business partners and transactional services teams; in order to support the strategic plan of the University, to enable best practice cash management and to allow investment decisions to be made that support the performance of the University.
- Report and monitor short and long-term cash flows to senior finance staff and committee advising on appropriate working capital and investment options required to ensure the optimum use of cash resources based on best practice principles
- Manage two finance assistants and review bank and control account reconciliations
- Establish internal University network of contacts to enable monitoring of bank covenant position

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**JOB DESCRIPTION**

**At a glance**

<table>
<thead>
<tr>
<th>Salary</th>
<th>£39,609—£48,677 a year</th>
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</thead>
<tbody>
<tr>
<td>Hours of work</td>
<td>37 hours a week, full time</td>
</tr>
<tr>
<td>Contract type</td>
<td>Open Contract</td>
</tr>
<tr>
<td>Based at</td>
<td>University Campus West</td>
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</tbody>
</table>

**Act as key strategic contact to investment holders, banks and cash office colleagues for all non-operational treasury matters providing technical support in areas of expertise to colleagues as required**

**Manage, advise and report on performance of all investment and bank accounts to management and committees as required**

**Management of and accounting for the University's endowment funds**

**Investment of surplus cash**

**Forecast long-term and short-term cash flow fed by information from the capital programme, business partners and transactional services teams; in order to support the strategic plan of the University, to enable best practice cash management and to allow investment decisions to be made that support the performance of the University.**

**Report and monitor short and long term cash flows to senior finance staff and committee advising on appropriate working capital and investment options required to ensure the optimum use of cash resources based on best practice principles**

**Manage two finance assistants and review bank and control account reconciliations**

**Establish internal University network of contacts to enable monitoring of bank covenant position**
## PERSON SPECIFICATION

### Qualifications

| Education to degree level or equivalent experience | Essential |
| Professional treasury, banking or accounting qualification | Essential |

### Knowledge

| Knowledge and understanding of the accounting practices and procedures used in a large complex organisation | Essential |
| Working knowledge of UK Accounting Standards including FRS102 | Essential |
| Knowledge and understanding of appropriate authorisation and control structures in a large complex organisation | Essential |
| Knowledge of the UK Higher Education sector including external environment | Desirable |
| Knowledge of Agresso or similar large financial system | Desirable |

### Skills, abilities and competencies

| Excellent communication skills – written, verbal and presentation | Essential |
| Ability to express financial information to non-financial colleagues | Essential |
| Excellent interpersonal skills – able to foster and maintain relationships at all levels, to negotiate mutually acceptable outcomes | Essential |
| Ability to critically evaluate and interpret information and communicate conclusions effectively | Essential |
| The ability to work effectively with others and lead a team | Essential |
| Report writing for senior management decision making | Essential |
| Ability to effectively organise and prioritise own work and follow procedures in order to produce work to a high standard, to required deadlines | Essential |
| Ability to use own initiative | Essential |
| Advanced IT skills particularly with Excel, Word and financial systems | Essential |
## PERSON SPECIFICATION

### Experience

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<thead>
<tr>
<th>Experience</th>
<th>Essential/Desirable</th>
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<tbody>
<tr>
<td>Experience of working in Finance within a complex, multi-faceted organisation</td>
<td>Essential</td>
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<tr>
<td>Significant knowledge of investment portfolio, banking and financial instruments</td>
<td>Essential</td>
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<tr>
<td>Significant treasury and investment experience</td>
<td>Essential</td>
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<tr>
<td>Experience of delivering high quality financial advice in a complex organisation</td>
<td>Essential</td>
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<tr>
<td>Experience of managing staff</td>
<td>Desirable</td>
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### Personal attributes

<table>
<thead>
<tr>
<th>Personal attributes</th>
<th>Essential/Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>A high degree of attention to detail and solution orientated</td>
<td>Essential</td>
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<td>Able to work flexibly, under pressure and to tight deadlines</td>
<td>Essential</td>
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<tr>
<td>Professional, helpful and approachable attitude with a diplomatic, confident and efficient manner in dealing with a range of people situations</td>
<td>Essential</td>
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<tr>
<td>Highly motivated; able to work independently and as part of a team</td>
<td>Essential</td>
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<tr>
<td>Have a proactive approach</td>
<td>Essential</td>
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<td>An ability to establish and nurture productive partnerships both internally and externally</td>
<td>Essential</td>
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The Finance Department is part of the administrative structure of the University. It comprises over 60 members of staff located across the campus.

The Department is responsible for providing decision support and advice for management and budget holders both at a corporate level and for academic faculties and departments and professional support services. Finance ensures that funding is in place to support the University’s short and long term business requirements, including a planned campus redevelopment programme which will take place over the next 10 – 15 years.

The Finance Department is organised into 5 main activity areas –

- **Group Financial Accounts**: covering treasury management, corporate and statutory reporting of budgets, forecasts, and results.
- **Management Accounting**: covering Faculty, Department and Professional Services reporting.
- **Subsidiaries and Taxation**: covering all aspects of Subsidiaries & Joint Ventures accounting together with taxation advice for the University.
- **Finance Shared Services**: covering Fees and Cash, Payroll, Accounts Payable, and Business Process Analysis.
- **Procurement**: covering the University’s professional purchasing service.

The Group Financial Accounts team provides treasury management and the Corporate Reporting aspects of the Department’s work. This involves supporting committees, management accountants and other people involved in the management of resources. The team collates and analyses monthly financial results, forecasts and budgets for reporting to senior management and external bodies.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and are ranked 16th in the Times & Sunday Times league table (2017). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 7249
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 21 January 2019

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to Ruth Clark, Group Financial Controller via email at ruth.clark@york.ac.uk or via telephone on (01904) 324417

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835