Director of Procurement & Transactional Services
Finance Department

Closing date: 16 November 2022
Interview date: 09 December 2022
Vacancy reference: 11409
INTRODUCTION

The Director of Procurement & Transactional Service is a key role within the University’s Finance leadership team. As Director, you will be responsible for all “money in, money out” at the university which is in the region of £500m per annum.

Your role leads the University’s procurement, accounts receivable and payable, payroll and finance business change teams. You will drive change and continuous improvement in order to deliver the University’s procurement strategy whilst developing commercial and professional good practice. You will ensure you are familiar with your shared service user needs and will aim to meet their expectations.

The University is going through a period of organisational change that will empower Faculties and this role will help structure and deliver procurement business partnering via strong relationships with the Faculties whilst retaining professional leadership and control of strategic procurements, best practice and policy.

This leadership position is a key member of the Finance Senior Management Team and reports directly to myself, the Finance Director.

This is an exciting opportunity for candidates with substantial experience in a senior finance/procurement position to join an internationally recognised organisation. Applications are invited from high calibre candidates with an extensive background in procurement within complex organisations.

We particularly encourage applications from people who identify as Black, Asian or from a Minority Ethnic background, who are underrepresented at the University. We also encourage applications from women for senior roles.

Jeremy Lindley
Director of Finance
Main purpose of the role

The Director of Procurement & Transactional Services is based in the Finance Department and leads the University’s procurement, accounts receivable and payable, payroll and finance business change teams. They are also actively involved in developing and delivering the Finance Strategy in these areas, particularly focusing on value for money, effectiveness and efficiency of operation. The Director of Procurement & Transactional Services is a key member of the Finance Senior Management Team and reports directly to the Finance Director.

The University has reduced its key operating units from 50 to 3 faculties and a unified Professional Services (PS) team. We are now engaged in empowering the Faculties and the PS, this role will help structure and deliver procurement business partnering via strong relationships with the Faculties and PS whilst retaining professional leadership and control of strategic procurements, best practice and policy.

Key responsibilities

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

Role Specific Responsibilities

- Develop and implement a procurement strategy and processes in line with the University’s overarching strategy and in line with best practice targeted at achieving improved value for money. Lead the communication of the University’s procurement strategy to senior staff.
- Lead the procurement of goods and services. Define and manage key supplier relationships to deliver best cost, service and quality. Provide technical input to strategically significant contracts and negotiations. Provide pragmatic, creative and commercially-aware professional advice to stakeholders in the University in a collegial and supportive manner. Ensure University procurements maximise value for money, minimise risk and comply with the University’s own policies.
- Develop business partner relationships with the 3 faculties and PS to improve their capacity to achieve optimal procurement outcomes at best value for money.
- Lead the University’s drive to improve the efficiency and user satisfaction with its shared service finance processes and systems.
- Lead the University’s drive to eliminate suspected money laundering and fraud from its operations, act as the University’s Money Laundering Reporting Officer (MLRO).
- Lead and manage the procurement, income, payments, payroll and business change teams to achieve an effective and efficient service to the University, encouraging personal development of staff.
- Contribute to the overall management of the Finance Department, by providing ongoing leadership and support as part of the Finance Senior Management Team (FSMT).
- Maintain strong and beneficial relationships between key internal shared service partners.
- Play an active role in the wider management of the University, including representing the Finance Department on such groups, committees and boards as requested by the Finance Director.

JOB DESCRIPTION

At a glance

<table>
<thead>
<tr>
<th>Salary</th>
<th>£65,000 - £89,000</th>
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<tbody>
<tr>
<td>Hours of work</td>
<td>37 per week (flexibility available)</td>
</tr>
<tr>
<td>Contract type</td>
<td>Open</td>
</tr>
<tr>
<td>Based at</td>
<td>University of York</td>
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</tbody>
</table>
JOB DESCRIPTION

University of York Responsibilities for SMG 09 Director of Procurement & Transactional Services

Roles at this grade will be professional specialists with high-level expertise, exercising within their particular functional area a substantial degree of independent professional responsibility and discretion, working to develop and implement revised, or new administrative or technical or professional policies and processes. Individuals will typically be managers of functional areas or senior individual contributors tackling planning and operations over a timescale of a year or years. They will be expected to set quality and professional standards and manage service delivery, and will have significant influence upon the structure and development of their area of activity. The work includes developing and implementing operational plans and contributing to the longer-term plans for the area to fit with broader functional and University strategy.

Analysis and Reporting

- Identify trends, strengths, weaknesses, opportunities and threats in specialist area/area of responsibility that may have an impact on the university/department to enable appropriate and timely action to be administered.

Planning & Organising

- Shape strategic direction of own area of activity, planning and organising activities of others over many months, considering the implications now and in the longer term, to support department objectives.
- Participate in the annual department operational planning process, to support the department’s strategic direction.
- Oversee a number of projects, to ensure each project is managed and delivered to time and budget.

Finance/Resource Management

- Utilise/manage allocated budget/resources effectively and flexibly and control all related expenditure to ensure delivery of targets/objectives within budget.
- Contribute to planning and budgetary statements and delivery of service within budgetary constraints.

Customer Service & Liaison

- Apply broad and/or deep knowledge and experience of work area or field of expertise to provide advice/guidance to others or to address significant problems or unresolved issues, some of which will be multidisciplinary in nature.
- Pre-empt customer needs/requests, identifying opportunities and facilitating change management.
- Evaluate existing service provision, keeping abreast of feedback and broader developments in the external market place, to ensure appropriate developments and innovative solutions are proposed that consistently enhance and maximise service quality, efficiency and continuity.
- Answerable for the service delivery of area of activity in respect of compliance with current and future department objectives, service level agreements, regulations and national codes of practice.
- Interact at senior levels within the university and network with fellow professionals in the wider community and represent and promote own work area/activity on internal and external platforms.

People Management

- Manage a group of administrative/specialist/professional staff across a function, or as a significant part of a wider function, to ensure all relevant annual targets and goals are delivered within any allocated budgetary/resource constraints.
- Develop/improve the capability of staff within work area, motivating and mentoring them to better meet the current and future requirements of the department.

Continuous Improvement

- Implement proposed changes to current work processes and develop and define proposals for changes in and the formulation of university/school/departmental/work unit policy, to consistently improve quality and effectiveness of service provided and take account of legislative changes.
- Keep up to date with developments in your own field and with university developments.
## PERSON SPECIFICATION

### Qualifications and experience:

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<thead>
<tr>
<th>Qualification/Experience</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Degree and professional qualification, or equivalent experience</td>
<td>Essential</td>
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<tr>
<td>Track record of leading, developing and delivering professional services within a large/complex organisation</td>
<td>Essential</td>
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<tr>
<td>Extensive experience operating at a managerial/expert level, including managing a significant team/number of teams or a significant project/number of projects</td>
<td>Essential</td>
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<tr>
<td>Member of the Chartered Institute of Procurement and Supply (MCIPS)</td>
<td>Desirable</td>
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<tr>
<td>Understanding and experience of financial transactional processes including accounts payable, accounts receivable (income) and/or payroll</td>
<td>Desirable</td>
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<tr>
<td>Experience of delivering finance system/process improvements</td>
<td>Desirable</td>
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<td>Experience of working in a higher education institute</td>
<td>Desirable</td>
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### Skills - demonstrates the ability to:

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<tr>
<th>Skill</th>
<th>Essential / Desirable</th>
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<tr>
<td>Lead people - providing vision, motivation, inspiration and direction</td>
<td>Essential</td>
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<tr>
<td>Oversee a number of large-scale projects</td>
<td>Essential</td>
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<tr>
<td>Communicate to influence and engage others, including senior leaders</td>
<td>Essential</td>
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<tr>
<td>Manage budgets/funding/resources</td>
<td>Essential</td>
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<tr>
<td>Well-developed commercial acumen and experience of leading complex procurements</td>
<td>Desirable</td>
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### Knowledge - demonstrates an understanding of:

<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Factors relevant to the field of work including: services and systems, principles and theory, and regulations and procedures</td>
<td>Essential</td>
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<tr>
<td>Financial management procedures</td>
<td>Essential</td>
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<tr>
<td>Sound understanding and knowledge of contract law and related statutes (including the Public Contracts Regulations)</td>
<td>Desirable</td>
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## PERSON SPECIFICATION

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<tr>
<th>Behaviours:</th>
<th>Essential / Desirable</th>
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<tr>
<td>Works collaboratively with others</td>
<td>Essential</td>
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<tr>
<td>Delivers a quality service</td>
<td>Essential</td>
</tr>
<tr>
<td>Develops self and others</td>
<td>Essential</td>
</tr>
<tr>
<td>Actively champions respect, inclusivity, equality and diversity</td>
<td>Essential</td>
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<tr>
<td>Identifies and implements continuous improvement</td>
<td>Essential</td>
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ABOUT THE FINANCE DEPARTMENT

The Finance Department provides professional and transactional support across the University to support the achievement of its strategic aims. The Department is responsible for providing decision support and advice for management and budget holders both at a corporate level and also for academic faculties and professional service departments.

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.

We have over 60 members of staff located around the campus and are organised into four main activity areas.

Procurement
Providing the University’s professional procurement service, including efficient procurement systems. Our aim is to maximise value and minimise risk with regard to the University’s £120m of annual non-pay spend.

Accounting Services
Providing board and committee reports on financial performance and financial plans, and preparing the year-end financial statements. The team also coordinates the risk management process and maintains the Financial Regulations.

Management Accounting
Providing a finance business partnering service to Academic Faculties and Departments and Professional Services Directorates, incorporating budgeting, planning and forecasting of recurrent and capital programmes, support for business cases and investment appraisal, financial advice and internal financial performance reporting.

Finance Shared Services
Providing transactional services for the University including Fees and Cash, Payroll, Accounts Payable and Business Analysis. Our aim is to improve the efficiency and effectiveness of our services and deliver great customer service in a cashless, paperless and digital way.
THE FINANCE DEPARTMENT STRUCTURE

Finance Director

Group Financial Controller
- Financial Information and Reporting

Head of Academic Accounting
- Social Sciences

Finance Administration Manager
- PA to Finance Director

Director of Procurement and Transactional Services
- Procurement
- Assistant Director - Finance Shared Services

Business Change
- Cash and Fees
- Payroll
- Accounts Payable

Sciences
- Arts and Humanities

Academic Reporting and Modeling and Analysis
OUR COMMITMENT TO EQUALITY, DIVERSITY AND INCLUSION

Founded on the principles of excellence, equality and opportunity for all, the University is proud to create an environment that attracts staff and students from all over the world. What we gain from diversity is immeasurable.

Our Equality, Diversity and Inclusion Strategy, which was developed in partnership with our staff and student communities, describes our commitment to create a culture where everyone can contribute to university life, knowledge and growth.

We want to create a working, learning, social and living environment that will enable all staff and students to achieve their full potential. Our strategy sets out an ambitious set of objectives to succeed in our commitment, but we have a challenging journey ahead. We recognise that we are not truly representative of our communities locally, nationally and internationally. We would like to pay particular focus to gender parity across all levels, particularly in senior roles; the recruitment, retention and success of a more ethnically diverse staff and student community; an accessible and inclusive campus and ensuring that the values and behaviours we expect from everyone embrace inclusive responsibility and leadership.

Opportunity for all
Our outreach programmes and widening participation work have made us one of the most socially diverse universities among our peers. The York Students in Schools (YSIS) programme has been providing a helping hand in the city’s classrooms for 25 years, placing around 700 students with local schools every year. It recently introduced a new English and Mathematics tutoring scheme.

A report by The Reform Research Trust in September 2017 ranked York second out of 29 high-tariff institutions for our track record in increasing access for disadvantaged students from 2011/12 to 2015/16.

Wellbeing and support
Students are encouraged to balance their studies with activities and interests to give them a healthier and more rounded student experience. We have invested heavily in support of physical health with new and improved sports facilities, and in mental health through our Open Door counselling and crisis team which now opens in the evenings during term time. We have also developed a support network of staff trained in Mental Health First Aid. University staff have access to wellbeing help and support, and can access advice through our site. Further information on our health and wellbeing support can be found at [https://www.york.ac.uk/staff/support/](https://www.york.ac.uk/staff/support/).
THE UNIVERSITY

We are a world-class institution, focused on creating an environment of excellence in which all our students, staff and researchers can thrive. Our Research Strategy encompasses our vision that York should provide a home for some of the best research in the world. (https://www.york.ac.uk/research/)

We are a high-performing member of the Russell Group, ranked, 17th in the Times Good University Guide 2023, 19th in the Complete University Guide 2023 and 21st in the Guardian University Guide.

In the recent Research Excellence Framework (REF) exercise, York was ranked in the top 10 of UK universities for research quality, with all of our subject areas ranked in the top 30 (with four Departments positioned in the top five). Over 50 per cent of our research was judged to be four star or “world-leading” and 40 per cent to be three star or “internationally excellent”.

We have been awarded TEF Gold for our research-led teaching which provides "consistently outstanding outcomes for students from all backgrounds".

Our Equality, Diversity and Inclusion Strategy speaks to the core of our values. We hold 23 awards from Athena SWAN, recognising the advancement of gender equality: representation, progression and success for all.

At the heart of the region

The University is deeply embedded in the local community of North Yorkshire. Our values and commitment to the public good have never been more important. We are a hub for sharing knowledge, inspiring collaboration and enriching lives.

In 2021 we were shortlisted for Times Higher Education's University of the Year Award in recognition of the University's response to the Covid pandemic The Year We Came Together - Our Covid-19 response.

Across the University, we are mobilising our knowledge, our people and our resources to tackle the immediate and long-term challenges. The new University Strategy 2030, (A University for Public Good) was launched at the end of 2021, outlining our vision and strategy for the next decade.

Further information on the new strategy can be found on the following webpages; https://www.york.ac.uk/about/mission-strategies/visions-for-york/.
THE UNIVERSITY

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 11409
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 16 November 2022.

What will I need?

We will ask you for details of:

- Your CV
- A cover letter outlining your motivation for application and how you meet the criteria for the role.

You will be asked to provide details of two referees as part of the application.

Help and assistance

For an informal discussion regarding this post, please contact Paul Ellison (paul.ellison@york.ac.uk).

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

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