Job Description

Comp ID: 035562
Job Title: Head of Finance / Administrative 1
School/Department: ADAPT, School of Computer Science and Statistics
Job Category and Level: Professional, Administrative & Support; Executive Officer

The Purpose of the Role

The Head of Finance will direct and be responsible for the financial management of the Centre budget (>€100m), across multiple funding streams(SFI, EI, EU, Industry & Philanthropy). This new role will have the authority to devise and take action as well as taking responsibility for the financial strategy regarding the diversity and sustainability of the Centre’s funding. In particular, the Head of Finance will be responsible for the financial planning, projection and management of the Centre’s funding.

An in-depth understanding of ADAPT’s strategic and long term goals will be required in the execution of the financial function. The Head of Finance will be accountable for providing expertise and strategic input in the delivery of the Centre’s financial goals & objectives.

Context

The ADAPT Centre, the centre for digital media technology, hosted by the School of Computer Science & Statistics, is seeking to appoint a Head of Finance to lead the finance function across the ADAPT Centre which includes the FinTech SPOKE and Learnovate Technology Centre. Working in a fast-paced and dynamic environment such as ADAPT requires an experienced finance expert with excellent interpersonal, communication and organisational skills.

The successful candidate will create and maintain relationships with key C-level executives in stakeholder organisations including HEI partners, industry partners MNEs and SMEs, international and national funding agencies, and philanthropic foundations. In addition, they will devise and manage ADAPT’s Financial Risk Register and embed effective risk management structures and
frameworks within ADAPT TCD as well as across university partner institutions. The Head of Finance will be a key member of the ADAPT Centre senior management team and will report to the ADAPT Centre (Academic) CEO. As ADAPT is a collaborative research centre, the position will involve leadership of the collaborative ADAPT partners (e.g. DCU which co-host part of the operations and finance teams).

**Main Responsibilities**

This is a list of the tasks, duties and responsibilities for the role.

**Standard Duties and Responsibilities of the Post**

**Strategy & Policy Development**

- Devise and implement a financial strategy for the diversity and sustainability of the Centre’s funding. With particular responsibility for the financial planning and scenario modelling to assist all aspects of ADAPT including operational, business development and strategic planning.

- Provide strategic guidance and solution-based approaches to financial planning to inform the decision-making of ADAPT’s academics across TCD and wider ADAPT partnership (DCU, UCD, TU Dublin, AIT, CIT, NUIM, NUIG)

- The Head of Finance will be responsible and accountable for shaping and directing ADAPT’s expenditure policy including ADAPT’s policy on industry targets along with the Executive Director for Commercialisation and will directly influence the policy on the distribution of industry funds across across the Centre and partner institutes

- Enable ADAPT to harness diverse funding opportunities by providing expert financial planning and direction cross a complex portfolio of research grants (contract value €100m) from multiple research sponsors such as SFI, Enterprise Ireland, the European Union as well as multiple industry partners including SME’s and MNC’s

- Develop and implement best practice approaches in all aspects of financial management to ensure the appropriate financial controls, policies and behaviours are developed and executed for the Centre based on the Irish Financial Legislation and funders requirements
Devise and implement best practice governance with respect to all financial matters across the organisation, communicating complex information clearly, concisely and persuasively to the wider Senior Management committees.

Enable the achievement of ADAPT’s strategic goals by implementing processes, systems, and ways of working to improve monitoring controls and procedures as well as the internal control environment in line with best practise for state funded organisations.

Utilise specialist knowledge and provide financial expertise in the compilation of proposals and business plans submitted to the various funding agencies (SFI, EI, EU etc.) for new and additional funding.

Financial Oversight

- In collaboration with the ADAPT Director, direct the financial management of the Centre budget (>€100m), across multiple funding streams (SFI, EI, EU, Industry & Philanthropy) including business risk and contingency planning as well as risk mitigation.
- Overall responsibility for the financial oversight of the Centre-wide budget (across 8 university partners) and be the primary conduit for financial reporting of all of ADAPT’s SFI, EI, EU, industry and philanthropic funding.
- As a key member of the ADAPT Management Committee, drive informed decision-making by monitoring and translating national and international developments and trends into clear impact and risks to ADAPT financial goals.
- Provide essential financial expertise to enable the Director to understand and control the complex financial budgets in the Centre.
- Act as a member of ADAPT’s Management Committee and provide overall financial guidance, maximising impact through contributions to overall strategy, and resolve blockages in achieving ADAPTs objectives and goals.
- Inform and ensure financial and HR reporting obligations for the ADAPT and Learnovate Research Centre are discharged in a timely and transparent manner.
- Ensure compliance with National and EU procurement policies together with effective contract management across the ADAPT academic partnership.

Sustainability & Risk Management
● The Head of Finance will support risk assessment, budgeting and planning for the research, commercialisation activities and operations across the eight ADAPT member institutions

● The Head of Finance will be responsible for informing the funding distribution across this virtual organisation (i.e. university boundaries) associated with complex industry collaborative research projects involving investigators from multiple institutions

● The Head of Finance will direct and be responsible for the financial management and risk mitigation associated with the Centre budget (>€100m double that of ADAPT Phase 1), across multiple funding streams (SFI, EI, EU, Industry & Philanthropy) by embedding effective risk management structures and frameworks within ADAPT TCD as well as across university partner institutions

● As a member of the ADAPT Centre Senior Management team provide financial expertise and guidance to facilitate transformation, implementation and embedding of change initiatives as part of the transition from ADAPT I to ADAPT II

● Conduct value for money analysis of the Centre’s activities and expenditure bringing clarity, focus and innovative approach to support high level decision making to achieve the Centre’s long-term financial objectives

● Manage and monitor financial aspects of engagement with industry partners with a total income of over €30M including completion of Consolidated Industry Cost Share Report and in-kind reports.

● Devise and manage ADAPT’s Financial Risk Register and embed effective risk management structures and frameworks within ADAPT TCD as well as across university partner institutions

● Oversee ongoing variance through analysis; keeping tight controls on all research grants and liaise with principal investigators and relevant stakeholders for action when necessary

● Continuously evaluate the Centre’s funding performance, providing key expertise in the implementation of new methods to increase success rates in line with the Centre’s objectives

Stakeholder Management

● Create and maintain relationships with key C-level executives in stakeholder organisations which including HEI partners, industry partners MNEs and SMEs, international and national funding agencies, and philanthropic foundations

● Liaise with external auditors such as the C&AG and Audit Authority and where necessary lead the implementation of any findings
• Lead the executive communication across the TCD finance office and faculty offices and build strong working relationships with key stakeholders across these various functions
• Develop and maintain strong relations across Centre partner institutions as well as executive directors of other SFI Centres

Operational Management
• Lead and manage a high-performing, multi-institute finance team across the Centre; encouraging a culture of initiative, innovation & continuous improvement through career development while ensuring the teams activities are aligned with ADAPT’s strategic goals.
• Promote continuous talent development across the finance function by motivating a continuous learning culture and champions the strengths & capabilities of team members to enable a positive work environment
• Lead and grow the existing finance unit which currently comprises of the Finance Manager, Finance Executive Officer and Research Accountant

Person Requirements
The role-holder will require the following knowledge, skills and attributes for successful performance in the role.

Qualifications
• Possess a professional accountancy qualification and be a member of a recognised body of accountants (e.g. ACCA, CIMA, ACMA, ACA or equivalent).
• A minimum of 10 years’ experience with at least 5 years post qualification in a large complex organisation with multiple stakeholders

Knowledge
Essential
• Comprehensive knowledge of public sector financial procedures and accounting methods and of contemporary accounting techniques and principles
Desirable

- An understanding of the processes associated with the development, implementation and delivery of financial strategy would be very advantageous

**Experience**

The successful candidate must have firm knowledge and experience of the research function in the industry and academic sectors.

**Essential**

- Experience at a senior management level of monitoring compliance and performance reporting
- Experience in developing and maintaining effective risk management structures and frameworks
- Experience in devising and implementing financial strategy
- Excellent experience in ensuring the appropriate financial controls, policies and behaviours are developed and executed based on the Irish Financial Legislation and funders requirements
- Proven experience of financial management, planning and budgeting at a leadership level

Desirable

- Proven experience of staff management, including leadership of teams and prudent use of resources
- Experience creating and maintaining relationships with key C-level executives in stakeholder organisations

**Skills**

**Essential**

- Ability to communicate complex financial information clearly, concisely and influence decisions of senior management in line with strategic objectives
- A high level of ICT literacy and a strong aptitude for applying technology to all aspects of work.
- Ability to bring clarity, innovation and sound judgment to resolve complex problems arising from working within a multi-faceted research centre.
- Excellent computational, written and verbal communication skills and the ability to communicate effectively with people at all levels

**Desirable**

- The ability to engender strong morale, cooperation and participation throughout the organisation
**Personal attributes**

- High levels of self-awareness and the ability to make sound and balanced decisions and to exercise robust operational and strategic judgements on issues

**Trinity Competencies**

In Trinity there are 6 Core Competencies that are applicable to all roles across a range of professional, administrative and support jobs, unlike specialist or technical skills which may be job specific. They provide a common language for describing performance and the abilities/attributes displayed by individuals. They focus on ‘how’ tasks are achieved, not ‘what’ is achieved.

Below is a summary definition of the 6 Core Competencies.

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<tr>
<th>Competency</th>
<th>Summary Definition</th>
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<tbody>
<tr>
<td><strong>1</strong> Agile Leader</td>
<td>Sees the big picture and harnesses opportunities to achieve the University’s goals. Creates clear direction for the future and how to get there.</td>
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<td><strong>2</strong> Unlocks Potential</td>
<td>Energised, capable and confident to take ownership and responsibility for their development and goals. Motivates, supports and develops people to perform to the best of their ability.</td>
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<td><strong>3</strong> Service Ethos</td>
<td>Finds ways to increase stakeholder and customer satisfaction. Builds relationships, is proactive and delivery focused in order to anticipate, meet &amp; exceed expectations.</td>
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<td><strong>4</strong> Builds Trusted Relationships</td>
<td>Communicates in a clear and respectful manner building trust and commitment for mutually beneficial outcomes.</td>
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<td><strong>5</strong> Decision-making</td>
<td>Confidently makes timely decisions based on knowledge, evidence and sound judgement.</td>
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<td><strong>6</strong> Achieves Results</td>
<td>Delivers results by setting direction, planning, executing and evaluating impact.</td>
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**Application Information**

In order to assist the selection process, applicants should submit a Curriculum Vitae and a Cover Letter (1x A4 page) that specifically address the following points in their application.
▪ Applicants must have at least minimum of 10 years’ experience with at least 5 years post qualification in a large complex organisation with multiple stakeholders]. Applicants should clearly address this experience and how they obtained their knowledge in their application.

▪ An understanding of the Financial Management processes in a multi-university higher education setting is essential. Particularly desirable is extensive experience in research funding management across national and international agencies and funding organisations within large research centres.

▪ The applicant should give examples of involvement in university research financial management and management of processes for research funding originating from national and international funding agencies. The applicant should indicate what they learned from these processes and how this will help them carry out the responsibilities of the advertised role.

▪ Illustrate, through past example, their ability to work on their own initiative and resolve problems.

Further Information

Informal enquiries about this post should be made to by e-mail to: Prof Vinny Wade (vincent.wade@adaptcentre.ie) and cc Ms Monica Lechea (monica.lechea@adaptcentre.ie)