



LIVERPOOL
HOPE
UNIVERSITY

1844

Appointment of Director of Finance and Procurement

Closes: Thursday 23rd October 2025 at Midnight.

www.hope.ac.uk

Introduction from the Chief Operating Officer



Dr Laura Lightfoot

**Chief Operating Officer,
Liverpool Hope University**

Thank you for your interest in Liverpool Hope University and this key leadership role.

I am delighted that you are considering joining Liverpool Hope University as our Director of Finance and Procurement. The role holder is a key member of our senior leadership team and plays a critical role in delivering the Finance related aspects of our Strategic Plan. We put our values and ethos at the centre of our strategy and appreciate each member of our community. We are a welcoming and hospitable organisation which promotes wellbeing and equity for students and staff and places safety at the heart of what we do.

Our strategic ambitions include growth and diversification of our student body and portfolio; building on areas of strength; ensuring that our excellent student experience is continually enhanced; further developing the rich relationships we have with international partner institutions; increasing our voice and footprint in the region; building our strong profile in research and knowledge exchange and ensuring we do all of these in a sustainable way. Our objectives and actions will be underpinned by our strong ethos and sense of community.

The Director of Finance and Procurement will play a pivotal role in the development, implementation and successful delivery of financial strategies and financial aspects of strategic planning aligned with university priorities. Your expertise, leadership and vision will be critical in us progressing our strategy and ensuring financial sustainability and compliance. We are looking for an individual who can work closely with other members of the COO Leadership Team and act as the senior responsible Finance Officer for the University, responsible for all financial management and administration across the University including procurement. We would expect the successful role holder to challenge and support the University Executive Board to develop new sources of income, grow existing income, reduce costs, targeting investment and improving surpluses through innovative ways of working.

This role offers the chance to shape the University's future via strategic initiatives that will enable our community to thrive. We invite exceptional individuals who possess the ability, experience and drive necessary to lead our Finance and Procurement Team which underpins institutional success. We wish to secure a candidate who is dedicated to fostering inclusivity and excellence which will impact on our students, staff and wider community. I encourage you to explore this opportunity to be a key member of the senior team at an institution committed to putting people first.

The post

Post: Director of Finance and Procurement

Starting date: TBC

Salary range: £73,000 - £78,000 per annum

Type of contract: Permanent

Work pattern: 35 hours per week (Monday to Friday)

Reports to: The Chief Operating Officer

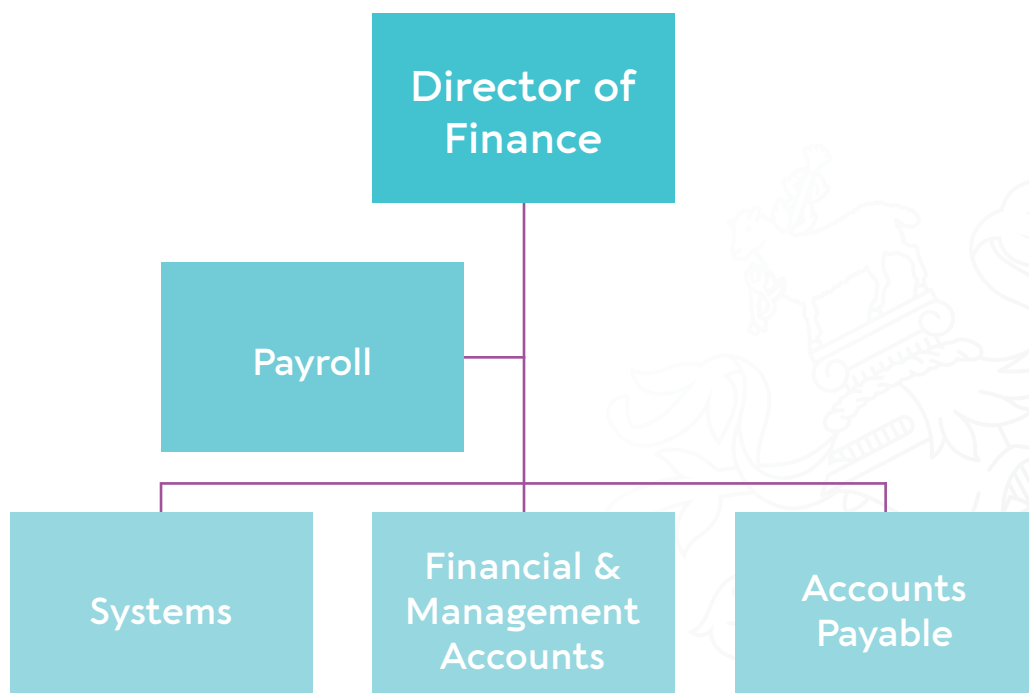
Liverpool Hope University is a special institution, grounded in history and driven by a values-led approach to educational delivery. We are seeking a creative, proactive and driven individual as Director of Finance and Procurement to join our community as we progress our strategy.

The Director of Finance and Procurement will act as the Senior Responsible Finance Officer for the University. They will be responsible for all financial management and administration across the University including Procurement and ensuring the University complies with all relevant legislation.

They will work with the Chief Operating Officer and University Executive, playing a pivotal role in the development, implementation and delivery of financial strategies and in aligning the financial elements of strategic planning with university priorities.

In addition, they will support the University in reaching its strategic aims by taking accountability and oversight for its financial health and strategic growth while ensuring the Finance and Procurement department delivers accurate financial data, analysis, modelling and insight that is fit for purpose, timely and facilitates performance monitoring and scenario planning.

Current Team Structure



Key tasks and responsibilities

Below is a broad indication of the typical key duties of the role. This Job Description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

- Responsible for the regulation of all the income and expenditure of the University and ensuring that the systems and internal controls are adequate and in accordance with statutory guidance, including the new FEHE SORP
- Provide financial leadership to the University and assurance to University Executive Board (UEB) and Council (and its sub committees) as the primary point of contact for financial strategy, financial risk and compliance with financial legal and regulatory requirements
- Responsible for the Finance and Procurement Team operations, ensuring all processes are fit for purpose, reconciliations completed in a timely manner, deadlines met and services provided to the University through effective business partnering
- Challenge and support UEB to develop new sources of income, grow existing income, reduce costs, targeting investment and improving surpluses through innovative ways of working
- Senior Responsible Financial Officer ensuring the integrity of the University Finance system (Unit 4), including the move to the Cloud
- Taking a leading role in countering the risk of fraud, maintaining the fraud risk register and educating staff about risks and mitigations as they relate to Corporate Transparency
- Responsible for the appropriate and timely provision of monthly financial management information to UEB to enable planning, resource allocation and strategic decision making.
- Ensuring the provision of costings, cash flow and going concern information as required, and development of the faculty contribution model
- Play a key role in the University's annual budget and planning process, including completion of the reforecasts. The role-holder is responsible for the interrogation and challenge of data before it is presented to the UEB, and Finance and General Purposes Committee. Undertaking medium- and long-term forecasts, monitoring revenue, capital and cash flow budgets to enable optimisation of the University's financial performance and underpin delivery of the University's overarching strategic plan.
- Provide strategic financial input and advice on new University initiatives and projects, including identifying and assessing risks and developing strategies for managing those risks within the University framework.
- Responsible for external financial reporting, including annual statutory financial statements, OfS submissions including the Annual Financial Return (AFR), mid-year and year end returns, HESA finance statistics and annual TRAC return the ensuring that all financial return deadlines are met.
- Contribute to the agenda for the Finance and General Purposes Committee and liaise closely with the Committee Chair and Secretary, preparing and presenting papers as required.
- Responsible for the line management of the Finance and Procurement Team, ensuring all personnel matters are dealt with in accordance with university guidelines and the team structured and developed appropriately to meet business needs in a partnering model.
- Responsible for completion of the financial statements, going concern modelling year end audit. Main contact with regards to finance, for the internal and external auditors.
- Responsible for management of the University cash and borrowing position, banking relationships, annual review of the Treasury Management Policy and recommending changes as required.

- Responsible for ensuring the University complies with accounting standards, company law and taxation legislation including VAT, Corporation Tax and payroll taxes (PAYE/NI).
- Responsible for ensuring that the Finance Regulations, associated policies and statements are current, staying informed about national and international higher education policies and adapting operations as required.
- Ensuring the evaluation of major capital investments from a financial perspective.
- Responsible for modernising financial systems and controls to enhance transparency and agility.
- Work closely with the Chief Operating Officer to ensure University developments can be incorporated into financial modelling and planning. Development and Leadership of the team, to deliver high performance, setting the overall standards of service and ensuring health and safety.
- Manage the budget and reforecast process from start to finish.
- Ensure reconciliations are completed and signed off on a monthly basis; debtors, creditors, bank etc.
- Ensure a detailed year end audit timetable is in place and manage the team throughout the process to ensure deadlines are met.
- Prepare and present papers / presentations for Audit and Finance and General Purposes Committees and the Senior Management team as required.
- Work with senior staff across the University on a range of ad hoc activities to provide strategic financial input and support.
- Regular meetings with bank, pension providers and auditors to ensure good working relationships are maintained.
- Any other reasonable requests of the manager commensurate with the job description.

Person specification

Applicants will be expected to demonstrate:

Experience

- High level of financial acumen with substantial experience of budget management, including cost control and capital investment.
- Highly developed communication skills which fosters and develops effective and productive working relationships.
- Educated to relevant degree level with professional accountancy qualification plus relevant post qualification experience in financial management and accounting.
- Membership of a recognised accounting professional body.
- Experience in financial and resource planning at a strategic level, with the ability to take a long-term view, develop and use resource allocation models to achieve efficiencies and cost-savings.
- Experience of line managing and developing high performing teams, ensuring the welfare and wellbeing of the team.
- Experience of providing specialist advice and guidance to a range of staff and colleagues, including more senior colleagues.

- Experience of participating in internal or external networks to share and discuss good practice, with strong, working relationships to positively influence the University's reputation.
- Experience of challenging complex business cases and planning scenarios
- Experience of leading the development and delivery of pension strategy from a financial perspective.

Skills and Knowledge

- Proven leadership skills, with strong strategic, analytical thinking and problem-solving skills.
- Ability to line manage teams and support development of high performing communities.
- Excellent spoken and written communication skills including the ability to develop effective working relationships, both internally and externally
- Strong digital competence
- Ability to identify funding opportunities
- Committed to continuing professional development to maintain professional recognition.
- Extensive knowledge and experience of ensuring compliance with regulatory and organisational policy and guidelines, ideally within an HE environment
- Ability to contribute to planning at operational and strategic levels.
- Commitment to equality, diversity and inclusion.

Desirable criteria

- Experience in the UK Higher Education Sector.
- Commitment to the University's values.
- In-depth understanding of university policy and relevant external developments
- Ensure data is appropriately stored and managed
- Commitment to the health, safety and wellbeing of staff within area of responsibility.

Conditions of service

This post is based at Hope Park campus. However, you may be required to work in other areas of the University as and when required.

The post is permanent subject to the normal probationary period of twelve months.

The post is permanent, subject to the normal probationary period of 12 months.

Salary scale for this post is £73,000 - £78,000 per annum. Salary is payable monthly in arrears by bank giro credit on and around the 20th of each month. The annual leave runs from 1st September to 31st August. Holiday entitlement is 32 days per year plus statutory Public Holidays and Liturgical days. This entitlement is pro-rated for part-time staff.

Further Information

Liverpool Hope University has two main teaching campuses – Hope Park in the Liverpool suburb of Childwall and the city centre Creative Campus.

We have invested more than £60 million in buildings and equipment over the past eight years and we are proud of our campuses. Stunning listed buildings sit alongside modern architecture, and with beautiful gardens and facilities, which make Liverpool Hope University a unique place to work and study.

Our Mission and Values

Liverpool Hope University is an ecumenical Christian Foundation, which strives:

- to provide opportunities for the well-rounded personal development of Christians and students from other faiths and beliefs, educating the whole person in mind, body and spirit, irrespective of age, social or ethnic origins or physical capacity, including in particular those who might otherwise not have had an opportunity to enter higher education;
- to be a national provider of a wide range of high-quality programmes responsive to the needs of students, including the education, training and professional development of teachers for Church and state schools;
- to sustain an academic community, as a sign of hope, enriched by Christian values and worship, which supports teaching and learning, scholarship and research, encourages the understanding of Christian and other faiths and beliefs and promotes religious and social harmony;
- to contribute to the educational, religious, cultural, social and economic life of Liverpool, Merseyside, the North-West and beyond.

Liverpool Hope's Values

Hope strives to meet the following values, which are integral to the fulfilment of its Mission:

- be open, accessible and inclusive,
- take faith seriously, being fully Anglican, fully Catholic, fully ecumenical, fully open to those of all faiths and beliefs,
- be intellectually stretching, stimulating, challenging,
- be hospitable, welcoming, cheerful, professional, full of Hope; creating supportive communities in aesthetically pleasing environments,
- be well-rounded, holistic, integrated, a team, a community of communities, collaborating in wider partnerships.



National Student Survey 2024

Liverpool Hope University has been ranked fourth in the UK for student satisfaction following analysis of the National Student Survey (NSS) results by Times Higher Education (THE). The NSS 2025 saw Liverpool Hope University placing first in the North West across eight areas. These include:

- Teaching on my course
- Learning opportunities
- Assessment and feedback
- Academic support
- Student voice
- Students' Union representation of academic interests
- Communication about mental wellbeing support services
- Freedom of expression

These scores rank the institution in the top five nationally for learning opportunities (3rd), assessment and feedback (3rd), academic support (2nd), student voice (5th) and freedom of expression (2nd), attracting an overall response rate of 83% of eligible students.

The NSS offers final year students the opportunity to provide feedback on their course and other aspects of university.

Equality and Diversity

Consistent with its Mission, Liverpool Hope strives to be a university where the individual and individuality matter. We hold students, staff and visitors in high regard and we seek to foster a working and learning environment that recognises and respects difference. All staff are expected to comply with the University's Equality and Diversity policies in the performance of their duties.

Health and Safety

Liverpool Hope University is committed to ensuring the health, safety and welfare of all staff at work and of students, visitors and others by continuous improvement in standards of health and safety. All staff are expected to comply with the University's Health and Safety policies in the performance of their duties

Sustainability

Liverpool Hope University is committed to enhancing the quality of its environment for its staff and students working and living at the University and the wider community; and aims to manage its operations in ways that are environmentally sustainable, economically feasible and socially responsible. All staff are expected to work in accordance with, and promote the University's sustainability practices.

Benefits of working at Liverpool Hope University

Liverpool Hope offers its employees a full range of benefits:

Pay and Pensions

- Competitive rates of pay defined using the HERA job evaluation scheme
- Pension schemes with generous employer contributions

Home and Family

- Generous Annual Leave Arrangement
- Opportunity for flexible working arrangements

Training and Development

- Induction training for all new staff
- Staff development opportunities

Health and Well-Being

- Hope Park Sports fitness suite and classes with discounted membership
- A range of food outlets with healthy eating options
- Staff counselling service
- Staff cycle scheme
- Support with lifestyle changes
- A range of social activities and groups
- On-site chapel, multi-faith prayer room and Chaplaincy
- Eye testing scheme

We also provide a variety of staff discounts ranging from reduced price Theatre tickets to discounts on beauty treatments.

Library services

Liverpool Hope's Library Service provides access to a wide-ranging collection of physical and online resources to support learning and research. The service also provides different types of study space across both campuses to support the wide range of learning styles and needs, from individual study rooms to group spaces, and from silent study to more relaxed social learning

Car Parking

All users of university car parks are required to pay for their use. The University has a scalable charging system for annual permits and pay and display facilities for occasional users.

We recruit staff nationally and internationally as we seek out the best to help build Hope for the future. If you join us, you will be doing so at an exciting and challenging time as we work to build a liberal arts inspired university of distinction in the UK.

How to apply

The closing date for applications is **Thursday 23rd October at Midnight.**

Applications should consist of a full curriculum vitae, detailing qualifications and experience, full employment history and relevant achievements. CVs should be accompanied by a covering letter describing in no more than 3 pages how candidates meet the criteria outlined in the person specification, why the appointment is of interest and what they believe they can bring to the role.

Applications should be sent to Ami Goodall at goodala1@hope.ac.uk by Thursday 23rd October 2025 by midnight.

Please visit the below link in order to find more information about the use of personal information provided by candidates to the University:

[Applicant Privacy Notice](#)

Useful links

[Liverpool Hope Website](#)

[Working at Liverpool Hope University - People Services](#)

[New International Staff](#)

[Liverpool Hope University Strategic Plan](#)

Name of contact for queries

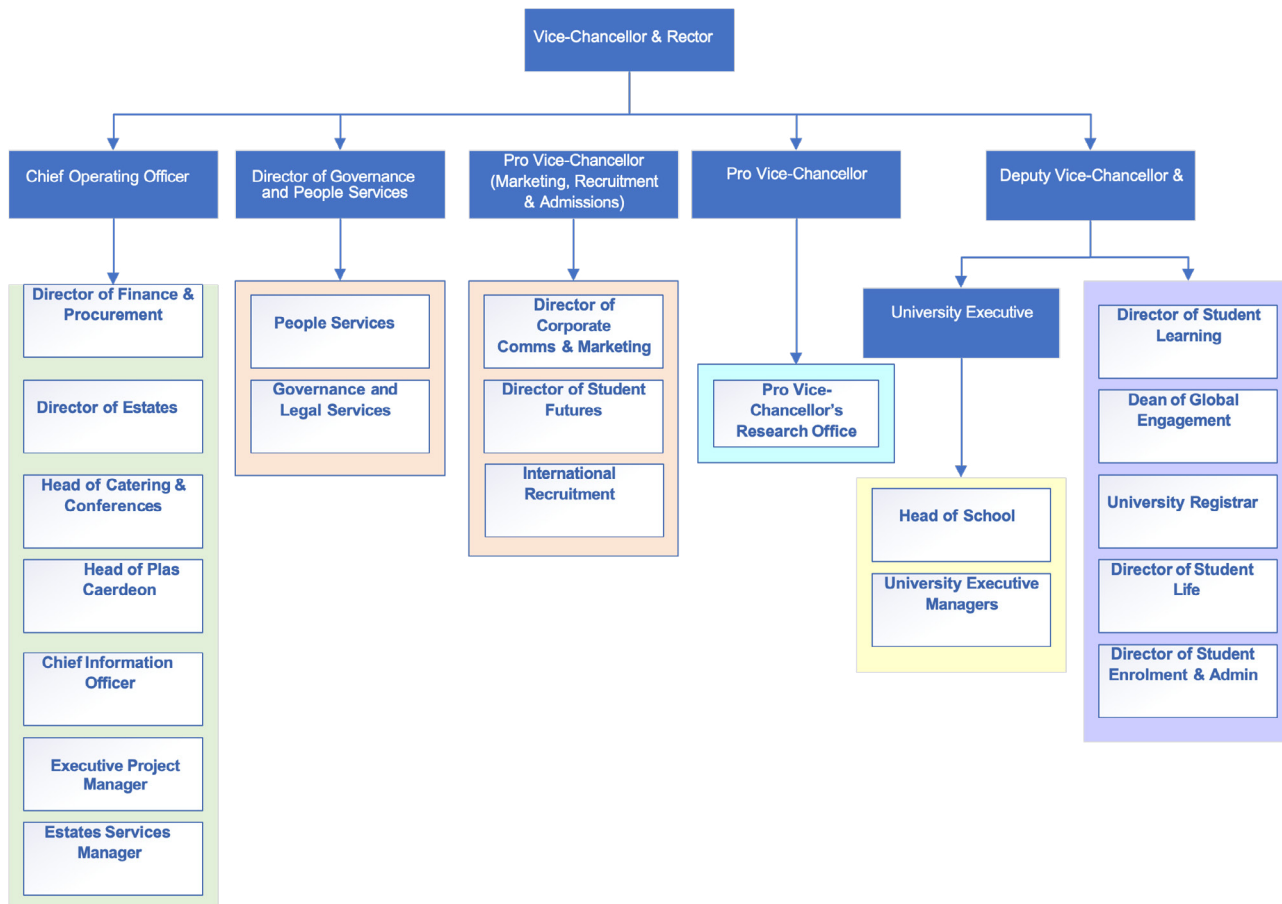
Dr Laura Lightfoot

Chief Operating Officer, Liverpool Hope University

You are welcome to arrange a confidential discussion with Dr Lightfoot by emailing Clare McKinnell, mckinncc@hope.ac.uk



University structure



Schools

The academic profile of Liverpool Hope University is divided into 4 Faculties broken into 9 Schools each of which comprises a number of subject areas with strong teaching and research reputations. They also have strong links and formal partnerships with a number of cultural and professional bodies in Liverpool and across the North West of England, and a strong network of university partners world-wide.

- Liverpool Hope Business School
- School of Creative and Performing Arts
- School of Education
- School of Health and Sport Sciences
- School of Humanities
- School of Law and Criminology
- School of Computer Science and Environment
- School of Psychology
- School of Social Sciences



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