



UNIVERSITY OF
BATH

Finance Manager Operations & Transformation

Candidate Pack



Candidate Pack - Early 2025

Welcome

The University of Bath is a fantastic place to work, combining excellence, innovation and exceptional support for staff. In 2024, the University was recognised in multiple categories at the Bath Life Awards, celebrating its cutting-edge research and business ventures. In the 2025 Complete University Guide, the University ranked eighth in the UK, with 25 subjects placing in the top 10, reflecting its academic strength and commitment to high-quality education. In the 2025 QS World University Rankings, Bath maintained its position in the top 150 globally, placing it in the top 10% of universities worldwide.

In addition to these rankings, the University's Staff Recognition Awards celebrate those who go above and beyond in enhancing student experiences, supporting peers and strengthening our community. This appreciation for excellence, alongside our vibrant campus and forward-thinking culture creates an inspiring and rewarding environment for career growth.

The Finance Manager – Operations & Transformation role sits within our Finance department at a pivotal time of transformation. This position will support the migration of our finance system (Agresso) to the cloud as part of the CLEAR Programme, a strategic initiative to modernise and optimise our financial operations.

The role balances key operational responsibilities, including leadership of our capable payroll team and oversight of pension scheme relationships, with transformation project delivery. You'll work directly with the Director of Financial Operations, creating capacity for them to lead strategic initiatives.

If you're a qualified Accountant looking for a role that combines operational management with transformative project work and enjoy building collaborative relationships across departments to drive meaningful change, we welcome your application to join our Finance team.

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Awarded
Triple Gold
In the Teaching Excellence Framework (TEF) 2023



Ranked 7th
in the UK in the Guardian University Guide 2025



Ranked 8th
in the Complete University Guide 2025



Top 5
for graduate or career prospects in three major national league tables



Ranked in the Top 150
universities in the world in the QS World University Rankings 2025



Ranked 8th
in the UK in The Times and The Sunday Times Good University Guide 2025



The CLEAR Programme

The University of Bath is embarking on an exciting and ambitious digital transformation, and at the heart of this journey is the Cloud Enabling and Agresso Re-platforming (CLEAR) programme. This high-impact, complex initiative will not only modernise the University's finance system but also lay the groundwork for a broader shift to cloud-based solutions across the institution.

A Complex, Multi-Faceted Challenge

The CLEAR programme is not just about technology—it's about people, processes and cultural change. The Programme involves:

- **Untangling years of technical debt:** The University's current systems have evolved over time, often without clear documentation or architecture. CLEAR will address this legacy complexity, creating a more robust and scalable foundation.
- **Driving organisational change:** Moving to the cloud will require a fundamental shift in how teams work. This means overcoming resistance, building buy-in and fostering a culture of innovation and adaptability.
- **Managing multiple interdependencies:** The programme involves coordinating a wide range of stakeholders, external suppliers (e.g., Unit 4, AWS, Infosys) and internal teams to deliver a seamless transition.

A Chance to Shape the Future

The CLEAR programme is a flagship initiative within the University's Digital Foundations initiative. By delivering this programme, we will:

- **Enable better decision-making:** Enhance data insights and reporting capabilities, providing the University with accurate, consistent and timely information to support strategic decisions.
- **Future-proof the University's technology estate:** The programme will create a modern, cloud-based infrastructure that is scalable, secure and ready to support the University's evolving needs.
- **Drive innovation:** Adopt cutting-edge cloud technologies (e.g., AWS, Azure, SailPoint, MuleSoft) to position the University as a leader in digital transformation within the higher education sector.

A Strategic, High-Stakes Transformation

The CLEAR programme will create a Cloud Centre of Excellence, to drive our capability for the future. By delivering the CCoE we will:

- **Enhance Cloud Capabilities:** Develop technical standards, processes, and staff skills to support cloud-hosted systems, ensuring ongoing development and certifications within DDaT.
- **Support Future Migrations:** Create a roadmap for migrating additional systems to the cloud, balancing on-site infrastructure needs with increasing cloud demands.
- **Drive Cultural Change:** Foster a culture of innovation and adaptability among users and technical support staff through effective communication, change management, and engagement activities.

Why is This Exciting for you?

This is a unique opportunity to be part of a high-profile, complex programme that will shape the future of the University of Bath. You'll be at the forefront of a transformative initiative, working with cutting-edge technologies, engaging with diverse stakeholders, and driving meaningful change across the institution. If you thrive on challenge, enjoy solving complex problems, and want to make a lasting impact, CLEAR offers the perfect platform to do so.

We're Hiring:

- **Technical Programme Manager:** Lead the delivery of the Cloud-Enabling and Agresso Re-platforming (CLEAR) Technical Programme
- **Technical Project Manager - Identity Management Workstream:** Oversee the implementation and integration of the Sailpoint Identity Management System
- **Technical Project Manager - Integration:** Oversee the implementation and integration of the Mulesoft Integration Platform



Finance Manager

Operations & Transformation

Job Purpose

The Financial Operations Manager will be a key driver in transforming the University's financial operations, supporting the successful implementation of the CLEAR Programme and maintaining robust payroll and pensions management. This role requires a dynamic and proactive individual who can navigate complex challenges, support project implementation and foster a collaborative and efficient work environment across the University.

- **Drive Transformative Change:** Play a key role in a critical cloud migration project to modernise and optimise the University's finance system, Agresso. Be at the forefront of technological innovation in higher education finance.
- **Balance Strategic and Operational Leadership:** Combine strategic vision with hands-on operational expertise. Shape the future of financial operations while ensuring smooth payroll and pensions management.
- **Collaborate with Senior Stakeholders:** Engage with senior leaders and key stakeholders across the University. Represent Finance in cross-functional committees and governance forums, influencing high-level decision-making.
- **Shape Best Practices in HE Finance:** Build networks with sector peers and share best practices. Set new standards for financial operations within the higher education sector, making a lasting impact on the University's financial health.
- **Engage in Meaningful Stakeholder Management:** Develop and maintain strong relationships with internal and external stakeholders. Act as the primary liaison between the CLEAR Programme team, finance leadership, and operational staff, ensuring alignment and collaboration.

Why This Role?

This role bridges day-to-day finance operations (payroll, pensions, and team leadership) with strategic influence, positioning you as the connective force behind Agresso's enterprise-wide digital overhaul. Ideal for professionals who want to uphold core operational excellence while actively shaping and driving large-scale modernisation.

Key Responsibilities

CLEAR Programme Leadership 40%)

- Provide assistance/support to the Director of Financial Operations to ensure the project is successfully delivered on time.
- Be a key member of the CLEAR Project Workstream Leads, ensuring coherence and collaboration with the project team.
- Support the transition of the finance system to the cloud, ensuring it meets the University's needs.
- Work with colleagues across the University to understand operational reporting requirements and ensure these are incorporated into the CLEAR project delivery.
- Collaborate with colleagues and partners to review and, where necessary, update the University's finance system training, procedures, and controls to align with the CLEAR project objectives.

Management Information (30%)

- Provide assistance/support to the Director of Financial Operations on various ad hoc projects/requests for information.
- Work with the Financial Accounts Team Leader to ensure the timely production of the University's quarterly and annual statutory accounts.
- Liaise with the University's external auditors, as required.
- Interpret changes in Accounting Standards and Reporting requirements, assess the impact, develop plans to respond, and report on such to the University management and appropriate committees.

Operational Finance Management (30%)

- Provide leadership and support to the Payroll and Pensions Operations Manager, ensuring smooth operation of payroll processes.
- Maintain oversight of key relationships with pension scheme providers, ensuring effective administration of pension schemes and keeping up to date with any changes to ensure proactive solutions are developed and deployed.
- Support routine payroll and pensions activities, ensuring compliance with relevant regulations and policies.
- Interpret legislative changes, assess the impact, and report on such to the University management and appropriate committees.
- Prepare year-end and quarter-end reports and accounting entries in relation to the University's payroll and pensions, as required.
- Liaise with the University's internal and external auditors and with regulatory bodies such as HMRC, as required.
- Ensure reconciliations of the payroll control and bank accounts are completed monthly, and that all tax, national insurance, and pension contributions are calculated in line with current legislation and paid over to the relevant authorities in line with the University's statutory obligations.

Stakeholder Engagement

- Act as a key contact between the CLEAR Project team, finance leadership, and operational staff.
- Represent Finance in cross-functional committees and governance forums.
- Build networks with sector peers (e.g., HE institutions) to share best practices.
- Engage and support end users, ensuring their needs are met and fostering a collaborative environment.
- Develop and maintain strong relationships with internal and external stakeholders, making stakeholder management a key and exciting part of the role.

Collaboration and Support

- Coordinate with various teams and stakeholders to ensure alignment and progress on financial operations and projects.
- Provide leadership and support to backfill roles within finance, ensuring continuity and efficiency.
- Engage in regular catch-ups with team members to address challenges, share updates, and foster a collaborative work environment.



Life in Bath

Bath is a city that seamlessly blends history, culture, and modern living. Known for its stunning Georgian architecture and Roman-built baths, this UNESCO World Heritage Site offers a unique living experience.

Lifestyle and Amenities

Living in Bath means enjoying a vibrant cultural scene, with numerous museums, galleries, and theatres. The city is also famous for its festivals, including the Bath Literature Festival and the Bath International Music Festival. For those who enjoy the outdoors, the surrounding countryside provides beautiful landscapes for walking, cycling, and other recreational activities.

Transport and Connectivity

Bath is well-connected by public transport, with regular train services to London, Bristol, and other major cities. The city's compact size makes it easy to get around on foot or by bike. Additionally, Bath's strategic location offers convenient access to major business hubs, making it an ideal place for professionals who travel frequently.

Family and Wellbeing

Bath boasts excellent facilities for maintaining a healthy and balanced lifestyle. The city is home to numerous parks, spas, and wellness centres, providing ample opportunities for relaxation and recreation. For families, Bath offers a safe and nurturing environment with top-rated schools, family-friendly activities, and a strong sense of community.



How to Apply

Scan QR to apply or click here.



Closing Date: Sunday 11th May 2025

Interview Date: Thursday 22nd May 2025

We consider ourselves to be a university where difference is celebrated, respected and encouraged. We have an excellent international reputation with staff from over 60 different nations and have made a positive commitment towards gender equality and intersectionality receiving a [Silver Athena SWAN award](#). We truly believe that diversity of experience, perspectives, and backgrounds will lead to a better environment for our employees and students, so we encourage applications from all genders, backgrounds, and communities, particularly from under-represented groups, and value the positive impact that will have on the university. We are very proud to be an [autism friendly](#) university and are an accredited Disability Confident Leader; committed to building [disability confidence](#) and supporting disabled staff.



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Thank you for your interest in this position.

We look forward to receiving your application.