



# Head of Finance and Governance

## Job Pack



## About us

**SOAS Students' Union (SU) is a charity run independently from the University. The students of SOAS are our members, this is who we ultimately work with and for.**

We are led by a trustee board including elected student officers, both part-time and full-time. These officers support the strategic work of the SU, using student input to inform them and direct their efforts. They also represent the best interests of students, within the university and on national issues.

At SOAS Students' Union we are led by a team of elected representatives, including Co-Presidents and Part-Time Officers. Each of our Co-Presidents was voted in by the student body during SU elections and represent students within the SU and the university.

The trustee board delegate the running of the Students' Union to the CEO and senior leadership team, who manage the full and part-time staff, their role is to ensure the SU is running effectively, to role model its culture and deliver the organisational strategy. In other words, it's a great place to work, with a vibrant community where people share the same values and care about each other.

Students are at the heart of what we do and we are ambitious to be the best we can be and support others to do the same. It's an exciting time to join SOAS SU and have the opportunity to shape what our future will look like.



# What we do



## **Advice and Support**

In SOAS Students' Union we've got years of experience with supporting students through academic issues such as Mitigating Circumstances and Appeals, or personal issues such as Housing or Funding.

## **Advocacy and Representation**

SU Officers sit on Boards and Committees across SOAS University, and they use their presence in these spaces to raise issues and fight for changes that benefit students. We also work to make sure all students feel represented in and around SOAS University. From campaigns to Liberation Month events, we want to make sure everyone is seen, heard, and feels valued during their time in university. We're here to amplify your voice.

**Events** We make memories. We host all kinds of events from late licences to panel discussions, Varsity to Freshers. We want students to enjoy their time at SOAS.

### **Sports and Societies**

We have over 100 of student-run sports teams and societies for people to join at SOAS Students' Union, and we work to make sure they are well supported, funded, and working to benefit everyone.



# What we do

*A range of commercial activities including:*

## **SU Bar and Events**

We have a newly refurbished SU Bar and live music space located on the lower ground floor of the Main Building of SOAS. We pride ourselves in having a space that's just for SOAS students to meet with each other. Working with an external events company we aim to establish SOAS SU as an upcoming live music destination for grassroots, world music that is reflective of the SOAS community.

## **SOAS shop**

We run a shop at the heart of campus for the convenience of our students and staff. As well as a range of food and drink items we also sell SOAS Merchandise at the outlet.

## **Pop up coffee**

We are experimenting with pop up coffee pods, this is after listening to our students and with the opening of the new SU Bar we are excited about other events and commercial activities we can explore.



# Job description

<b>Job title</b>	Head of Finance and Governance
<b>Reports to</b>	Chief Executive
<b>Salary</b>	£50,850 per year (inc London weighting) – This is the full-time salary, and the salary will be pro rata based on the hours of the post.
<b>Job Type</b>	3-4 days per week

We're excited to announce a new opportunity for a Head of Finance and Governance to join our team, playing a crucial role in supporting both the financial and governance management of SOAS Students Union.

As the Head of Finance and Governance, you will oversee the day-to-day financial activities, including budgeting, financial reporting, and compliance, while also providing strategic oversight to ensure the efficient day-to-day running of SOAS SU and driving system, quality and process improvements.

This is a unique opportunity to shape the financial and strategic direction of a growing organization that is at the heart of student life on campus.

Reporting to the CEO as a member of the senior leadership team working closely with the Board of Trustees, you'll lead the development and implementation of systems and processes that enhance our impact, manage resources effectively, and ensure transparency and accountability in the delivery of our strategic plan.



We're looking for someone with a strong background in finance, ideally within the charity or non-profit sector, who is passionate about making a difference. If you have the skills to manage both the operational details and the big-picture financial strategy, we want to hear from you.

In this newly created role of Head of Finance and Governance, you will be joining SOAS SU at a particularly exciting time as we launch our three-year strategy and take charge of our newly refurbished social and commercial spaces.



*The post holder is responsible for delivering the following*

### **Ensure financial stability of the organisation and maintain appropriate financial management**

- Contribute to the strategic planning and financial management of SOAS SU
- Manage, maintain and develop all financial systems and controls, increasing their impact and quality and implementing best practices in financial management.
- Take the lead on all aspects of the financial cycle, including budgeting, forecasting and financial reporting.
- Prepare monthly management accounts and supporting commentary for presentation to SLT and Trustees.
- Take overall responsibility for the accuracy of financial records, including but not limited to the organisation's VAT returns, payroll & pensions and fixed asset portfolio
- Ensure compliance with all relevant financial regulations and reporting requirements (e.g. Charity Commission, HMRC)
- Oversee financial transactions (including invoice payments and income processing)
- Approve payments in bank system
- Support the Finance and Office Manager in making improvements in processes across their remit

### **Support delivery of strategy and business plan, including governance and risk management**

- Support delivery of overall strategy & plan, offering expert insights on finance matters & broader plan delivery
- Support the CEO in maintaining strong governance and adherence to best practice in charity governance and reporting, including keeping the risk register up to date and progressing actions.
- Drive continuous improvement in operational processes and systems.
- Oversee compliance with relevant legal, regulatory, and ethical standards, ensuring all policies are current and regularly reviewed, including annual review by trustees (e.g. GDPR, Charities Commission)
- Act as the Secretary to the Board of Trustees



## Other Duties and responsibilities

- Develop and maintain strong relationships with external stakeholders, including Auditor and colleagues across the SOAS University Finance team
- Be an enthusiastic advocate for student leadership and the organisation's values.
- To contribute to SOAS SU wide activities and undertake other work that may reasonably be deemed commensurate with the role



This job description reflects the present requirements of the post and as duties and responsibilities change/develop, it will be reviewed and be subject to amendment in consultation with the postholder.

The postholder is expected to be flexible in their hours of work as the position, from time to time, entails attendance during evenings and weekends. We are a flexible employer and want all our people to thrive by achieving a valuable work life balance.

## Person Specification

Person Spec	Essential	Desirable	Tested at Interview	Tested at Application
<b>Qualifications</b>				
Educated to degree level or equivalent		X		X
CCAB, ACCA, ACA or CIMA accounting qualification with evidence of continued professional development.	X			X
<b>Experience</b>				
Minimum of three years' leadership experience of strategic financial planning and implementation including management of resources as well as forecasting, reporting in a complex rapidly changing organisation	X			X
Proven experience in budgeting, financial analysis and year end reporting	X		X	X
Demonstrable experience of overseeing the development and implementation of strategic plans and organisational change processes	X		X	X
Experience in educating and assisting non-financial team members in understanding financial systems.		X		X

## Person Specification

Experience Cont...	Essential	Desirable	Tested at Interview	Tested at Application
Proven track record in driving a culture of continuous improvement and best practice internal controls	x		x	x
Experience of developing governance policies and procedures	x		x	x
Strong knowledge of accounting principles, financial regulations, and reporting standards.	x		x	x
Proven ability to identify and implement improvements in financial and operational systems.	x		x	x
Commitment to member-focused service, delivery, and ethos		x		x
Able to identify and manage organisational risks and operational issues		x		x
Experience in being responsible for governance activity, including liaison with the Charity Commission and servicing a Board of Trustees	x		x	x



## Person Specification

<b>Values, attitudes and personal style</b>	<b>Essential</b>	<b>Desirable</b>	<b>Tested at Interview</b>	<b>Tested at Application</b>
Excellent analytical, problem solving and decision-making skills; with a solution focus	x		x	x
Excellent attention to detail, comfortable using own initiative, managing priorities and workload	x		x	x
Strong communication, interpersonal and leadership skills	x		x	x
Highly collaborative in approach, solution orientated, flexible and willing to try new things and support other members of the team when required.	x		x	x
Proactive, resilient, and able to work under pressure	x		x	x
Able to demonstrate a commitment to equal opportunities, diversity and inclusivity	x		x	x

# Applying and key dates

**Receipt of applications deadline**

Monday 4th November, 5pm

**Interview date**

W/c Monday 11th November

Applications should consist of a CV accompanied by a covering letter of no more than one page. The CV should address the criteria in the Job Description and Person Specification and the covering letter should summarise why you feel you are the right person for this role.

**For further information about the role please email Irfan Zaman, Chief Executive - [iz4@soas.ac.uk](mailto:iz4@soas.ac.uk)**

**Please email your application to [SU@soas.ac.uk](mailto:SU@soas.ac.uk)**

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