

JOB DESCRIPTION

Job Title: Head of Department (Finance)

Hours of work: Part time as required

Broad Responsibilities: Leadership and Management of Finance within Meteorology, and Strategic Overview of Support Staff

Specific Tasks: (updated 27/03/14)

1. To lead strategic financial planning within the Department of Meteorology, liaising with the Head of School; in particular to lead the development of annual Meteorology budgets.
2. To monitor and approve budgets, forecasts, and final accounts within Meteorology, and to monitor and approve spending and transfers across the Department.
3. To line-manage finance support staff within Meteorology, and take an overview of financial management processes and procedures.
4. To take a strategic overview of the effective operation of support staff within Meteorology, working with the respective academic leads within Meteorology for IT Staff, Lab Staff, and Admin staff.
5. To be available to chair the weekly staff meeting, collaborating in scheduling topics for discussion.
6. To be available to chair termly staff meetings and attend School Steering Committee meetings as required.
7. To meet regularly with other members of senior management (e.g. Heads of Department, Head of School, School Manager), and contribute to the School planning process as required.

Supervisor: HoS

Staff Reviewer: HoS, annual