



Director of Commercial Finance, North America

Company background

INTO University Partnerships collaborates with leading universities to provide international students with a personalized and highly supportive learning environment allowing them to acclimate to life on a US university campus and prepare for long-term academic success. Since 2006, INTO has launched partnerships to internationalize 26 universities in the US, United Kingdom and Asia, including our US partners Oregon State University, University of South Florida, Colorado State University, Marshall University, George Mason University, Drew University, Saint Louis University, University of Alabama at Birmingham, Washington State University, Suffolk University, Illinois State University and Hofstra University.

Our website <http://www.into-corporate.com/> has details of how we are organized and our outstanding achievements so far.

Role Context

The Director of Commercial Finance is one of two roles who share responsible for forward looking financial support for the INTO Centres within the North American (US) region. The region currently consists of 12 US University partners. The North American region is crucial to the INTO 5 year strategy to add two new joint ventures per annum over the next 5 years and the business has a strong pipeline of prospects including some in Canada. High quality commercial finance support can make a huge difference to both the existing businesses and in the effective design and negotiation of new business. The Directors of Commercial Finance play an integral role in helping steer the region through profitable growth to ensure revenue, EBITDA and cashflow targets are met or exceeded.

Reporting line

This role reports to the Vice President, Commercial Finance – North America with a dotted line to one of the Senior Vice Presidents of Operations.

Job purpose

This position will support the Vice President, Commercial Finance – North America on all financial matters for INTO operations within the US region including responsibility for the review of management accounts, preparation of financial forecasts and the annual budget.

The person holding this role is responsible for ensuring that the US centers provide financial planning information on a timely basis. By maintaining day-to-day contact with the US team, and Finance teams they should understand the business rationale and commercial circumstances behind the financials and provide leadership on any new business case proposals and actions to drive increased performance.

Key accountabilities and duties

This is a valued role in a growing, dynamic organization, so the responsibilities may change over time, but will include the following:

- Work alongside the Senior VP for Operations (SVP), the Executive Directors (ED) of your INTO Joint ventures (JVs), and the INTO North America Senior Management team to perform the following activities for your JVs;

INTO UNIVERSITY PARTNERSHIPS
701 B STREET, SUITE 1050
SAN DIEGO, CA 92101
USA

T +1 858 356 4400
F +1 858 356 4401
E corporate@intoglobal.com
W www.into-corporate.com



- Review monthly management accounts, oversee investigation of variances and prepare timely consolidated commentary to explain key variances against budget and forecast to management.
- Ensure the finance team adhere to deadlines and INTO Group financial processes and reporting guidelines
- Chair a monthly performance review along with the JVs' commercial analyst/FBP, SVP, JV ED and finance representative from the university, driving understanding of performance and development and execution of corrective action plans.
- Provide commercial decision support to new projects, propositions or ventures
- Take an active role in managing the finance staff within the JVs, providing coaching and guidance and helping to set their objectives
- Perform detailed reviews of all aspects of the annual budgets and quarterly forecasts for P&L, Cash flow and balance sheet, ensuring accuracy targets are met, variances are fully understood and explained, and group level profit targets are achieved
- Support the preparation of and review 5-year financial plans, helping to develop strategies for student and profit growth
- Work with the (student) recruitment team to prepare scholarship budgets, develop program pricing and evaluate agent commission incentives
- Work with marketing team to review marketing (ROCSP) spend to ensure your JVs forecast/budget are accurate and spend remains in line with budget
- Maintain Scholarship and Follow on Commission balance sheet reporting for your JVs, ensuring funds are not over committed, balances are well understood to ensure utilization to drive student volume and forecasts are accurate.
- Track capital expenditure budgets, re-forecasts and annual spend, ensuring costs/benefit analysis is provided for all proposed investments
- Build day-to-day relationships with the US and senior management teams, as well as the US joint venture partners finance committee and board members
- Where operational decisions are taken within US team ensure that the financial impact of such decisions are understood and appropriately actioned
- Attend quarterly finance committee meetings for your JVs ensuring that all members of the committee are aligned regarding the financial outlook and any required decisions are fully documented.
- Prepare financial papers and presentations for your JV's board meetings, attending JV board meetings to provide financial input as necessary.
- Work with the Finance Manager for INTO North America to manage the cash flow planning and forecasting for your JVs. Ensure Profit to Cash flow conversion is well understood
- Drive continued improvements in policies, processes, and reporting to improve efficiency, accuracy, communication and understanding with regard to financial performance.
- Support the auditors with requests for information as required for the annual statutory audit for your JVs and Into North America
- Work with the Senior Commercial Finance Analyst for North America to proactively identify opportunities through analysis (such as teaching costs) to improve efficiencies across the business
- Other Duties as assigned

The job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.

Location

The post can either be based in our San Diego office, our Washington DC office or home based. Travel within the United States to US JV centers will be necessary and travel abroad may be required (approx. 20% of the time will be travel); flexibility is required to meet the demands of the post, including



occasional weekend working. The post holder may be reasonably required to work from any INTO or Partner location at any time.

Person Specification

Essential

- Eligibility to work within the US
- 5-8 years' employment experience in a similar capacity. Several years of experience in a role heavily geared towards financial modelling, forecasting and commercial finance.
- Excellent command of written and spoken English.
- Proven ability to work as a senior manager with a variety of functional responsibilities.
- Excellent interpersonal skills – ability to form effective relationships enabling you to commercially support and challenge Executive Directors and senior managers
- Excellent Presentation skills – ability to present with gravitas to all levels for example to partner CFO's / FD's
- Strong analytical skills, including the ability quickly to grasp the "big picture" and exhibit judgment in drawing conclusions and solving problems.
- Experience of working in a corporate environment undergoing significant change or growth of the underlying business.
- Strong organizational skills and ability to successfully manage multiple tasks simultaneously, working under pressure and to tight deadlines.
- Ability to interact effectively and to influence across all levels of management.
- Good team player with an ability to operate in a collaborative manner across business units and functions.
- Ability to remain open-minded and change opinions on the basis of new information.
- High levels of IT skills (Financial Systems, Excel, Powerpoint and Word).
- Line management experience
- Committed and responsible for promoting and safeguarding the welfare of children and young adults.

Desirable

- Experience of Financial Force and/or Adaptive Planning.
- Experience of working in a customer focused environment.
- Experience working in the education sector
- Experience of dealing with challenging customers and stakeholders.

As part of our background process, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- Appropriate suitability checks will be required prior to confirmation of appointment.

How to Apply

To be considered for this position, please click the following link to submit your cover letter and resume:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=784f8d56-cd0b-4d3e-a1ac-d483f8f0a37e&jobId=51140&lang=en_US&source=CC2&cclid=19000101_000001

Application Deadline: April 12, 2019



INTO University Partnerships provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. INTO University Partnerships complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.