

## **JOB DESCRIPTION**

<b>Job Title</b>	<b>Finance Manager</b>
<b>Responsible to:</b>	<b>Director of Finance &amp; IT</b>
<b>Accountable to:</b>	<b>Deputy Principal – Finance &amp; Resources</b>

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### **Job Purpose**

To provide a first class Finance service to all stakeholders. Providing proactive support to enable good decision-making throughout the organisation.

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### **Key Responsibilities**

- Treasury and cash flow management, including detailing forecasting of cash in line with ESFA and bank requirements to ensure College sustainability. Ensuring that income is maximised on any surplus cash balances.
- Day to day management of a professional Finance team able to provide a relevant, cost-effective and contemporary service to the College and other stakeholders.
- Manage the performance of the team and the individuals within it to ensure high performance addressing any underperformance in accordance with the College's performance management system.
- Monthly preparation of monthly management accounts to strict deadlines as well as detailed monthly review of forecasts.
- Monthly preparation of cost centre reports including detailed analysis of variances focussing on delivery of KPIs.
- Meet all College budget holders as requested (generally monthly) to analyse pay and non-pay spend as well as income streams.
- Preparation and finalisation of annual financial statements to strict deadlines in accordance with sector and statutory requirements and accepted accounting standards.
- Maintain and develop an effective budget production, monitoring and management system to facilitate and underpin operational and strategic planning.
- Manage, maintain and update the finance system to ensure accurate financial reporting, taking responsibility for the finance system and ensuring each year end closes down accurately and rolls forward to the next financial year.
- Assist in the preparation of all College budgets and three year financial forecasts, together with those of the College's subsidiary companies and ensure their submission to the Corporation and funding councils by the agreed deadlines.

- Assistance in the production of Integrated Financial Model for Colleges ('IFMC') and supporting documents on a quarterly basis.
- Address all relevant statutory requirements including VAT and Inland Revenue returns ensuring VAT treatment of all income and expenditure is appropriate. Accurate and timely completion of VAT and Inland Revenue returns. Ensure implementation of system changes to meet statutory requirements and liaison with HMRC where necessary,
- Oversee the production and submission of National Statistics Office returns and other regulatory bodies including ensuring ESFA and Office for Students returns are submitted to deadlines when required.
- Maintain and develop an appropriate financial training and development strategy providing suitable support to non-financial managers consistent with strong budgetary management at all levels.
- Management of the college procurement processes.
- Responsible for the fixed asset register and ensure annual verification of assets,
- Review all month end balance sheet reconciliations. Investigate and resolve issues arising from the reconciliations and inform the Director of Finance of any irregularities or concerns.
- Monitoring of all non-core and complex income streams (including apprentice lines).
- Reconciling monthly actual pay costs to payroll reports to ensure management information is complete and accurate.
- Lead and manage the College capital bids process working closely with the Director of Estates to support the successful delivery of projects.
- Maintain systems to enable the College to bid for external funding. Monitor financial requirements for project delivery including LEP funds ensuring returns are submitted to deadlines and appropriate paperwork maintained.
- Main point of contact for the College's external auditors and work subsequently with budget holders to ensure compliance with the audit findings.
- Liaison with internal auditors.
- Duty manager responsibilities including occasional evenings.
- Deputise for the Director of Finance & IT and represent the college at external and internal events as required.
- Any other duties as determined by the Director of Finance & IT.

### **Professional Standards**

- Exemplify behaviours which drive behaviour in-line with professional standards.
- Maintain up-to-date knowledge of developments and best practice in your area to provide sound professional advice to the staff.
- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
- Be a role model of excellence and professionalism for all staff and students.

## **Responsibilities common to all Managers**

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- To contribute to and promote the achievement of the College's Mission, Vision, Values and British Values.
- Participate in performance management review and take responsibility for the completion of agreed objectives.
- Participate in relevant professional development, ensuring others do the same.
- Ensure all staff and students comply with the Health and Safety at Work Act 1974.
- Ensure that all staff and students comply with the College's Equality & Diversity Policy.
- Be aware of and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- Hold team meetings and disseminate College briefings, feeding back staff comments as appropriate.
- Accept responsibility for safeguarding, promoting the welfare of children and vulnerable adults and Prevent.
- Undertake any other duties commensurate with the grading of the post.

## **Review Arrangements**

- This job description is not a rigid specification but identifies main responsibilities which will be amended in the light of organisational need and in discussion with the postholder.

## PERSON SPECIFICATION

- Qualified accountant.
- Effective line manager with a strong track record in leading high performing teams.
- Able to create and maintain wide range of effective working relationships.
- Confident and accomplished communicator and presenter.
- Significant experience of both management and statutory accounts.
- Experience of maintaining and developing a distributed finance information system.
- Experience in assessing financial viability.
- Commitment to continuing professional development.
- Self-motivated innovator, resourceful, capable of working under own initiative and capable of multi-tasking.
- Able to assemble and analyse data in a logical manner and present information in a variety of ways to meet users' needs.
- Flexible approach able to work within and contribute to a changing environment.
- Experience in managing multiple complex income/funding streams.
- Able to provide an effective VAT management service to the College.
- High level organisational skills with ability to set and achieve objectives/priorities and work under pressure.