

JOB DESCRIPTION/ PERSON SPECIFICATION	
POST	Head of Finance
DEPARTMENT	Finance
GRADE	Sc4 Pts 1-6
REPORTS TO	VP Finance & Resources
DIRECT REPORTS	Finance Manager, Payroll Manager
WORKING PATTERN	

JOB PURPOSE

- To be responsible for the management of the Finance Department ensuring an efficient and effective operation providing best customer service.
- To prepare College budgets, monitor ongoing performance and raise budget awareness with College budget holders.
- To oversee prompt preparation of monthly management accounts and offer commercial advice and guidance to College managers. To ensure best value for money.
- To prepare annual financial statements and associated reporting for internal and external purposes.
- To ensure internal controls and financial procedures are upheld and monitored, proposing updates as appropriate.
- To liaise with external agencies including funding bodies, auditors, bankers and insurance brokers as required

MAIN DUTIES AND RESPONSIBILITIES

- To provide financial management and to contribute to the delivery of the College's Strategic Plan.
- To lead on control of the College's finances and assets and maintain accounting records as required by regulatory bodies and the College's funding agencies. To maintain budgetary control at all times.
- To ensure timely production of management accounts and associated reporting for budget holders, senior management and governor committees. To produce papers for governor committees and attend as required.
- To produce the College's annual financial statements and financial returns as required by funding and regulatory bodies.
- To maintain control of cash management to include treasury functions and 12 monthly rolling cash flow forecasts.
- To manage and motivate the Finance team ensuring that staff have the necessary training, support and guidance and contribute effectively to the work of the College.
- To offer the highest level of customer service to College staff, students and third parties.
- To ensure that the College's external audit processes are well co-ordinated and supported by robust internal policies and procedures. To contribute to internal audit work and to lead on internal audit of financial processes.
- To provide advice and guidance to budget holders in order to maximise their ability to manage their budgets and develop new initiatives in the most cost-effective way.
- To prepare the College's annual budget by working closely with members of CMT and other budget holders across the organisation, to produce two year financial plans.
- To ensure adequate insurance provision is in place for the College's premises and activities.
- To represent the College on such committees as necessary to advance the work of the College and secure funding or other objectives as agreed with the Vice Principal Finance and Resources.

Staff Management:

- Take part in the College's Induction, Probation and Appraisal processes, ensure objectives are set and reviewed and training and development needs are identified for staff.
- Ongoing performance management to ensure staff have clear expectations of their roles and responsibilities and underperformance is promptly and appropriately addressed using the relevant College procedures.
- Take part in the College's disciplinary and grievance procedures as and when required.
- Manage the allocation of staff annual leave ensuring that leave is taken appropriately during the leave year in relation to business needs, and special leave requests are approved by senior management as required
- Conduct regular meetings with staff either on a 1-1 or group basis, to ensure employees are engaged and motivated and business goals, priorities and changes to policies and procedures are communicated.
- Be familiar with the College's Policies and Procedures to ensure correct application at all times

General Duties:

- To commit to ongoing professional development by undertaking job related training
- To contribute to the planning and development of the service as a member of the team
- To have a duty of care to yourself and others regarding Health and Safety issues and ensure that the College's Health & Safety Policies and Procedures are implemented
- To actively promote the College's Equality & Diversity policy, encouraging staff awareness and participation in all areas
- To actively promote the College's safeguarding policy and be aware of your responsibilities to report concerns
- To carry out duties pertinent to the scope of the post as directed by the Principal or other senior managers of the College

The above are the key accountabilities as currently defined; they are not listed in priority order and should not be taken to be so. These accountabilities may be subject to periodic review, and the post holder will be expected to take on such variations as are consistent with the level of responsibility and purpose of the post.

PERSON SPECIFICATION

The successful candidate will fulfil the following essential requirements, and will also ideally hold the desirable attributes.

		ESSENTIAL	DESIRABLE	LIKELY TO BE ASSESSED BY: I – Interview AF – Application form T – Task
	KNOWLEDGE			
1	Commitment to Equality and Diversity, Safeguarding and Health and Safety	✓		I
2	An understanding of the key financial and operational measures that organisations need to recognise.	✓		I
3	An up to date understanding of current accounting practices and standards	✓		I
4	The ability to motivate and develop others to achieve business and personal objectives.	✓		AF, I
5	Good commercial awareness and an ability to advise on business strategy.	✓		I
	ABILITIES/SKILLS/EXPERIENCE			
6	Effective communication and interpersonal skills.	✓		AF, I
7	Highly numerate with advanced spreadsheet skills and well developed ability to accurately translate numerical information into concise and meaningful reports.	✓		I, T
8	Ability to work with minimum supervision and to take initiative in solving complex problems as they arise.	✓		AF, I
9	Advanced report writing skills and ability to concisely convey key information.	✓		AF, I, T
10	Developed communication and interpersonal skills.	✓		I
11	Evidence of maintaining a professional, consistent and fair approach.		✓	I
12	Resilient and emotionally mature, acting as a supportive team member.	✓		I
13	Experience of staff management to include performance management, motivation, engagement and development		✓	AF, I
	QUALIFICATION			
14	Fully qualified accountant	✓		AF
15	Proven substantial post qualification experience.		✓	AF

16	Experience of successful management of staff.		✓	AF
17	Track record of developing and successfully delivering innovative strategies and plans within area of expertise.	✓		AF
18	Management training/ qualification or evidence of CPD		✓	AF