

# Job Description and Person Specification

## Head of Finance

<b>Salary:</b>	£50,506 per annum inclusive plus market forces allowance (where applicable)
<b>Hours:</b>	36 hours per week
<b>Leave:</b>	35 days per annum (including up to 5 days Christmas efficiency closure) plus Public Holidays
<b>Responsible to:</b>	Executive Director – Finance, HR & Development
<b>Areas of responsibility:</b>	Financial reporting and management accounting, financial processing, budget preparation, monitoring and control, cash flow and treasury management, internal and external audit, tax and insurance
<b>Line management of:</b>	Management Accountant Assistant Financial Accountant Assistant Management Accountant Accounts Assistants
<b>Location:</b>	This post will be based at the Main Campus, Isleworth with responsibilities covering the Skills + Logistics Centre in Feltham

### Overall purpose of the job:

1. Manage the day to day operation of the finance function of the College and provide leadership and management to the finance team to deliver the full range of services associated with a further education college finance department, including financial and management accounting, budget preparation and monitoring, treasury management, tax and other statutory financial returns.
2. Working closely with the Executive Director of Finance, HR & Development and key stakeholders, assist and support in the development of a financial strategy; implement the strategy, including the regulations, procedures, practices and development plans that flow from the strategy, to ensure the College fulfils its financial objectives and is financially sustainable.
3. Provide an efficient, responsive and customer-focussed service to a range of users, including students, staff, governors and external stakeholders.

## **PRINCIPAL RESPONSIBILITIES**

### **1) Team Management**

- Apply the college values and principles to the management of staff, adopting a collaborative, equitable and respectful style of management.
- Line manage staff in accordance with the College's HR policies using a proactive approach with creative problem solving to ensure high standards of performance are maintained.
- Lead and manage the Finance team – to include allocation, monitoring and review of work, carrying out appraisals, training and personal development, resource planning and running regular team meetings to ensure good communications are in place across the team.
- Review the team members' qualifications and skill sets to ensure they are supported to meet their appraisal targets and the department's development plan objectives.
- Provide an appropriate induction programme for all new Finance staff.
- Ensure the work of the team is visible across the College and is well-regarded.

### **2) Financial Reporting**

- Prepare the College's annual Report and Financial Statements.
- Prepare the annual financial statements for the College's subsidiary companies and submit returns to Companies House in accordance with statutory requirements.
- Prepare the College's monthly management accounts and forecasts (including Income & Expenditure, Balance Sheet and Cash Flow statements) with supporting commentary, and analysis of KPIs in accordance with the timetable agreed with governors and the executive team.
- Prepare the College's annual budget, the Integrated Financial Model for Colleges any other financial plans, forecasts and benchmarking returns required for submission to the funding body.

### **3) Compliance**

- Ensure the College's Financial Regulations and Procedures are adhered to and are updated on a regular basis.
- Ensure compliance with all statutory financial reporting requirements including HMRC and other relevant financial regulatory bodies.
- Ensure the College complies with all funding body financial and audit requirements.

### **4) Controls and Value for Money**

- Ensure that robust budgets are established which are relevant to the prevailing organisational structure and responsibilities in the College; that effective budgetary

controls are in place and that budget holders and management receive regular and timely reports on performance against budgets and prior periods.

- Ensure the College has effective controls over its assets including capital acquisitions, disposals, asset registers and insurance.
- Manage the cash resources of the College, providing reliable cash flow forecasts and ensuring effective management of treasury operations.
- Ensure the collection of all debts in a timely manner and ensure payment of suppliers within the agreed terms.
- Ensure there are effective procurement procedures in place which provide value for money. Agree appropriate payment terms with suppliers.
- Agree with the Executive Director of Finance, HR & Development service level standards for the activities of the finance department and regularly monitor progress against these.

#### **5) Audit and Risk Management**

- Assist the Executive Director of Finance, HR & Development in compiling and maintaining the College's strategic risk register.
- Prepare the College's Internal Audit Plan and monitor and report on the required actions associated with audit of key financial controls.
- Be the principal liaison with the College's internal and external auditors; manage the process of scheduling internal and external audits and receiving and presenting audit reports.
- Undertake sensitivity and risk analysis of the College's financial plans and forecasts.

#### **6) Other Specific Responsibilities**

- Ensure the College maintains up to date and comprehensive insurance cover to meet its statutory and business needs.
- Ensure the College's pension arrangements are properly administered, completing returns and paying over deductions in line with the requirements of the managing schemes.

#### **7) General**

- As a member of the management team of the College, undertake Evening and Saturday Duty in accordance with the Duty Rota.
- Adhere to and comply with the College's financial regulations.
- Maintain confidentiality of information acquired in the course of undertaking duties for any member of staff, students or department of the College and adhere to the College's Data Protection Policy and the prevailing data protection regulations.
- Uphold and promote College policies, procedures and controls, including the College's Equality and Diversity policy, and promote those specifically applicable to this area of work.

- Promote a positive image of the College in all contacts with students, staff, employers and professional bodies.
- Participate in staff development activities and undertake further training as part of your continuing professional development.
- Undertake other duties at reasonably comparable levels of skill and responsibility as may be required from time to time.

# Person Specification

Please study the requirements in this person specification carefully and when completing your application form describe your knowledge, skills and experience in terms of these requirements.

For this post we are looking for a qualified accountant with strong technical skills who will lead, motivate and organise the finance team and develop effective relationships across the College. Experience of further education funding and financial reporting is desirable.

We need practical evidence of how well you meet each of the following criteria.

## Qualifications

- 1 Qualified CCAB or CIMA accountant with at least three years' experience of working in a busy finance office
- 2 Have undertaken continuous professional development, ideally with a focus on:
  - Technical accounting skills and knowledge
  - Financial reporting
  - Leadership and management

## Skills and Experience

- 3 **Technical** – Strong technical accounting skills and the ability to provide sound, comprehensive financial information and reporting.

With a focus on:

- Understanding of current and relevant financial reporting standards and regulations
- Preparation of annual report and financial statements
- Preparation of other statutory accounts, reports and returns, e.g. to HMRC
- Preparation of monthly management accounts
- Preparation of budgets, forecasts and financial plans
- Management of month-end and year-end financial processes and procedures
- Implementing and maintaining robust financial controls
- Ensuring accuracy, consistency and timeliness of financial reports and information
- Understanding of payroll processes

- 4 **Leadership and management** – Ability to manage, motivate and develop a team and individuals.

With a focus on:

- A proactive, positive and clear approach
- Regular, consistent and structured contact
- Setting and maintaining high standards
- Performance management, ensuring staff are set and achieve targets that will contribute to outstanding service delivery
- Support and development

**5 Team working** – Experience of contributing to the work of a management team.

With a focus on:

- Collaborative and creative working
- Sharing advice, opinions and solutions

**6 Communication** – Excellent written and oral communication skills and be able to demonstrate the ability to communicate at all levels within the College and with external stakeholders. Be able to write clear and concise reports, articulate arguments, talk to groups, chair meetings, and be empathetic, respectful and clear in one-to-one meetings.

With a focus on:

- Clarity and appropriateness to audience
- Structured and thoughtful
- Complex ideas in simple language

**7** Be willing to undertake further training and development as required.

**8** Be willing and able to undertake occasional evening work.

**9** Have an awareness and understanding of equal opportunities, safeguarding and Prevent.

## **Equality and diversity**

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole College community – women and men, younger and older, from different social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the College a more productive and creative place to study and work.

And we champion equality because it is the right thing to do.

**Closing date:** 26 July 2020

**Reference number:** 4FIN001

**Interview date:** TBC

# Conditions of Service

**Contract:** Permanent, Full time

**Hours:** 36 hours per week

**Salary:** £50,506 per annum inclusive plus market forces allowance (where applicable).

The salary offered for this post will be a spot salary on the Management Spine at point 12 of the Management Spine scale. Spot salary means there is no entitlement to any incremental pay increase

**Pension:** Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.

**Annual Leave:** 35 days per annum (including up to 5 days Christmas efficiency closure) plus public holidays.

**Probation:** Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.

Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.

The extended period of probation is ensure that there is an adequate period of "normal" working during which to provide support and assess an employee's performance.

**Disclosure** The post will be offered subject to a Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.