



# Head of Finance

## Job Description

Area	: Senior Leadership Team (SLT)
Salary	: £70,000
Hours of Work (Full-time/Part-time)	: Full-time
Line Manager	: Chief Financial Officer
Line Managing	: Management Accountant, Assistant Accountant, Sales Ledger Supervisor, Purchase Ledger Supervisor, Payroll Officer
Responsibility for	: Monthly Management Accounts and Payroll processing process : Annual Statutory Accounts and External audit : Cash flow and Treasury Management : Managing Transactional Finance (Sales Ledger, Purchase Ledger, Billing) : Supporting the Budgetary and Forecasting process

### Main Purpose of Job:

To provide leadership and management of the College Finance team:

- ensuring that all financial records are appropriately maintained and that reported monthly and annual results are complete, accurate and reported on time in line with College requirements
- ensuring that all appropriate financial returns are delivered on time in line with funding party requirements
- supporting the budget and financial forecast process, liaising with all parts of the College to ensure that budgets and forecasts are up to date, regularly reviewed and that budgets and variances thereto are devolved and understood throughout the College
- providing financial support within the college alongside the CFO

The pace and volume of change facing the Further Education (FE) sector is considerable. The Head of Finance will lead on ensuring the College always achieves its Financial KPIS and that there are systems and processes in place that provide effective and timely management information to allow appropriate financial management across all sites of the College.

The post-holder will be a member of the College Senior Leadership Team (SLT) and will work closely with the College Executive Leadership Team (ELT).

## I. Key Duties and Responsibilities

### I.1 Leadership

- I.1.1 Lead and inspire the Finance team, provide clear day to day leadership in the development and delivery of the finance function in line with the standards required throughout the College to contribute to the successful delivery of the College's strategic objectives and improvement plan and support the Finance strategy and plan.
- I.1.2 Undertake a strong and supportive line management function including performance management, individual and team development in line with the College's Human Resources Policies and Procedures.

## **1.2 Reporting**

- 1.2.1 Deliver the monthly management accounts on time, with appropriate information, commentary and analysis to enable the SLT and ELT to understand current performance against budget, latest forecast and other comparative information and reports as necessary.
- 1.2.2 Ensure that the year-end Financial Statements are produced accurately and on time and are available in line with both internal and external timescales for the purpose of College reporting.
- 1.2.3 Provide relevant financial analysis, comparison, benchmarking and other ad hoc information as from time to time required by the CFO and the ELT to support the efficient and timely management of the College.
- 1.2.4 Provide support for external financial reporting for funding agencies as required and liaise closely with the MIS team with regards the income of the College to ensure that this is correctly reported.
- 1.2.5 Ensure the timely completion and submission of all legislative returns and requirements for compliance, including VAT.
- 1.2.6 Liaise with both Internal and External auditors as appropriate in the performance of their duties ensuring that all requirements are met as required.

## **1.3 Process and Procedures**

- 1.3.1 Ensure college financial policies and processes are developed, reviewed and implemented in line with the legislative framework, AoC guidelines and educational standards (e.g. Ofsted).
- 1.3.2 Ensure compliance with College Financial Regulations and Financial Procedures and to notify the Chief Financial Officer of any non-compliance.
- 1.3.3 Ensure that Financial Procedures and Financial Regulations are in place that facilitates efficient and effective financial processes, considering current legislation and audit recommendations and Lead on the design and implementation of streamlined and timely processes that provide robust management information appropriate to the end user.

## **1.4 Budgets and Forecasts**

- 1.4.1 Support the Chief Financial Officer and appropriate budget holders deliver a robust, College wide devolved annual budget, strategic forecast, rolling forecasts with appropriate analysis thereof against actual and benchmarking data.
- 1.4.2 Ensure that appropriate analysis of performance against budget and forecast is available monthly, working with the CFO to ensure that appropriate and meaningful analysis and explanation of variances is available with projected assessments of future impact.
- 1.4.3 Work with the Chief Financial Officer, Vice Principal Curriculum, Quality & Innovation and the Director of Information and Planning to ensure that revenue, curriculum planning and delivery is supported by a robust budget and financial information.

## **1.5 Working Capital**

- 1.5.1 Support all Capital projects within the College, ensuring that appropriate spend and risk information is available weekly, that appropriate claims are founding are accurate and completed on time and that funds are received as expected
- 1.5.2 Ensure that a weekly historic and future Cash flow is prepared as part of the Budget process, monitoring weekly cash and updating weekly for actual performance and expected future changes in line with College performance and funding changes

## **2. Generic Duties and Responsibilities:**

- 2.1 Recognise, celebrate and share best practice across the College to ensure all curriculum and functional areas operate to a consistently outstanding level.
- 2.2 Represent the College externally and develop appropriate business relationships with other organisations and represent the College on regional and national bodies.
- 2.3 Represent the College on School and/or Trust Governing Bodies.
- 2.4 Carry out Duty Manager Responsibilities on a rota as part of the duty team.
- 2.5 Promote a culture of innovation, excellence and equality.
- 2.6 Reflect the vision, mission, aims and values of the college.

- 2.7 Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
- 2.8 Contribute to the development of and ensure compliance with College policies, procedures and agreements.
- 2.9 Contribute to whole College strategic and operational management through participation in formal committees and meetings (including SLT), lead working parties and working closely with the ELT on resolving College wide problems and issues.
- 2.10 Contribute actively to the risk management of the College.
- 2.11 Promote and implement the College's strategies on equality, diversity and safeguarding.
- 2.12 Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
- 2.13 Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
- 2.14 Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other college locations.

*This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.*

# Head of Finance

## Person Specification



Cheshire College  
South & West

Assessment Method					
Application Form	*Test	Interview and Presentation	Psychometric Testing	Qualification Certificates	References

\*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

Education and Qualifications					
<u>Essential</u>					
<ul style="list-style-type: none"> <li>Full accountancy qualifications CCAB, ACCA, ACA or CIMA or CIPFA</li> </ul>	✓			✓	
<u>Desirable</u>					
<ul style="list-style-type: none"> <li>First Degree or Further Degree</li> </ul>	✓			✓	
<ul style="list-style-type: none"> <li>Evidence of on-going CPD</li> </ul>	✓		✓		
<ul style="list-style-type: none"> <li>Evidence of understanding of funding body financial procedures</li> </ul>					
Skills and Experience					
<u>Essential</u>					
<ul style="list-style-type: none"> <li>An open management style that motivates and inspires others to achieve outstanding results</li> </ul>	✓	✓	✓	✓	✓
<ul style="list-style-type: none"> <li>Strong team building skills</li> </ul>	✓	✓	✓	✓	✓
<ul style="list-style-type: none"> <li>Developing, implementing and managing a wide range of financial procedures</li> </ul>	✓		✓		✓
<ul style="list-style-type: none"> <li>Managing and developing computerised financial information systems</li> </ul>	✓		✓		✓
<ul style="list-style-type: none"> <li>Strategic planning, budgeting and financial modelling</li> </ul>	✓		✓		✓
<ul style="list-style-type: none"> <li>A proven record of working to tight deadlines and achieving targets</li> </ul>	✓		✓		✓
<ul style="list-style-type: none"> <li>Experience of managing change</li> </ul>	✓		✓		✓
<ul style="list-style-type: none"> <li>A proven track record of implementing and managing a devolved budget system</li> </ul>	✓		✓		✓
<ul style="list-style-type: none"> <li>Excellent Numeracy and IT skills</li> </ul>	✓	✓	✓		✓
<ul style="list-style-type: none"> <li>Experience of working in a complex multisite organisation</li> </ul>	✓		✓		✓
<u>Desirable</u>					
<ul style="list-style-type: none"> <li>Project Management skills</li> </ul>	✓		✓		✓
<ul style="list-style-type: none"> <li>Previous experience of the selection and Implementation of a new Finance Systems</li> </ul>	✓		✓		✓

Assessment Method					
Application Form	*Test	Interview and Presentation	Psychometric Testing	Qualification Certificates	References

\*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

Personal Attributes						
<u>Essential</u>						
• Excellent inter-personal skills with ability to develop positive working relationships at all levels (internally and externally to college) and to translate ideas into actions.	✓		✓			
• Emotional intelligence, Self-awareness and confidence			✓	✓		
• The leadership qualities necessary to inspire others to embrace and implement plans with energy and enthusiasm	✓		✓	✓		
• The confidence to challenge existing practices and to lead initiatives for new and efficient use of resources			✓			
• Able to appropriately challenge staff and hold difficult conversations			✓	✓		✓
• Accuracy and attention to detail		✓		✓		
• Excellent organisational skills, ability to prioritise and work effectively under pressure		✓		✓		
• Flexible approach to working	✓	✓	✓	✓		
• Demonstrate knowledge of and commitment to quality of opportunity and treatment for all members of the college community						
• Commitment to on-going professional development for self and others	✓				✓	

**OFFICE USE ONLY:**

Completed by : **Chief Financial Officer (CFO)** Date : **November 2024**

Existing Job :  New Job :