

<b>Role:</b>	<b>Head of Management Accountant (Business Partnering)</b>
<b>Level</b>	<b>Departmental Manager</b>
<b>Contract</b>	<b>Departmental Manager</b>
<b>Hours:</b>	<b>Full Time (37 Hours / 52 weeks)</b>
<b>Direct Reports</b>	<b>2 x Finance Business Partner Payroll Manager 1 x Apprentice</b>
<b>Salary</b>	<b>To be Confirmed</b> <i>(Pro-rata as appropriate, and according to experience and market conditions)</i>

## 1.0 Job Purpose

1. To support and deputise for Head of Financial Services.
2. Day to day management of the business partnering function.
3. To formulate and produce timely auditable monthly and annual statutory accounts, ensuring all control systems in place to and maintained.
4. To provide competent Business Partnering to the Group in a way which complies with financial, audit & procurement regulations so that the objectives of the Group are achieved.

## 2.0 Principal Duties

1. To effective and efficiently manage the business partnering staff on a day-to-day basis with an emphasis on quality process and outcomes. and to ensure the team is able to meet the changing needs of the group.
2. Management and development of staff within the business partnering team.
3. Develop the provision of an accurate and efficient payroll service.
4. Responsible for analysing and reporting the income and expenditure gaps between the corporate/"top-down" financial plan and the sum of the business unit/"bottom-up" budgets. In so doing, providing the necessary information, advice and guidance to budget holders and senior management as to the options for the closure of financial performance gaps.
5. To work in collaboration with the HR functions on the day-to-day management of the groups workforce planning process.
6. Oversee and develop the Business Partnering relationships of the team with budget holders and to seek continuous improvement in the service. To include developing and working alongside key stakeholders in HR and MIS as part of a comprehensive and strategic business partnering culture.
7. Facilitating training to budget holders and staff with financial responsibility to enable them to undertake their responsibility in an effective manner.
8. To produce a set of monthly management accounts papers in line with the department's reporting timetable.
9. To produce financial reporting to ensure that accurate, timely and consistent information is provided to management.
10. Responsibility for the maintenance, update and reporting of the group's financial forecasting and modelling processes to meet internal and external stakeholder requirements.

11. To provide any other financial management information required by senior staff, individuals and operational groups in an accurate and timely manner.
12. To co-ordinate and lead on the provision of accurate and timely information to internal and external auditors.
13. To lead the continuing improvements to management and financial systems and to the maintenance of effective administration.
14. Any other duty commensurate with the grade of the post as may reasonably be directed by the head of financial services

## **3.0 Management Responsibilities**

- 3.1 Lead and manage all designated areas of responsibility.
- 3.2 Role model outstanding financial service practices.
- 3.3 Implement communication strategies which ensure that key College financial information is raised with SLT and shared with all relevant staff throughout the College Campuses.
- 3.4 Embed a positive staff workforce that is committed to the College's vision and values, whose culture is one of striving for excellence within their areas and responsibilities.
- 3.5 Set clear expectations by embedding robust performance management processes, in line with college policies and processes throughout all staff employment.
- 3.6 In conjunction with the management team, identify and take appropriate action in relation to poor performance quickly and efficiently in line with college policies and procedures.
- 3.7 Responsible for ensuring staff have 1-2-1 meetings, performance & development reviews and/or probation reviews regularly and in a timely manner.
- 3.8 Lead and manage professional development for staff ensuring they maintain up to date knowledge on all relevant legislation, regulations, awarding body criteria etc.
- 3.9 Identify areas / activities which present a risk to the health and safety of students and staff and take appropriate action to rectify.
- 3.10 Work proactively with the Executive Director of Organisational & People Development and implement and complete relevant compulsory professional training and CPD as appropriate.

## **4.0 Budget Responsibilities**

- 4.1 Work with the SLT, and relevant staff to effectively establish and agree College Campus budgets.
- 4.2 Ensure full compliance with College Financial Policies and processes.
- 4.3 Responsible for compliance with procurement of goods and services ensuring value for money and effective utilisation of items procured.
- 4.4 Effective budget management.

## **5.0 General Responsibilities**

- 5.1 Create a safe working culture that enables staff to speak up, think innovatively, develop, and share and try out new ideas and processes, and work collaboratively to contribute to improvements across colleges.
- 5.2 Maintain, the health, safety and welfare of staff and students through compliance with college policies, including effective risk management procedures.
- 5.3 Embed equality, diversity, and inclusion throughout all aspect of your role, promote key information and challenge unacceptable behaviours and conduct in a timely manner.
- 5.4 In line with GDPR legislation and regulations, take responsibility for the data that you manage and process.
- 5.5 Implement with College policies and procedures, ensuring you communicate these with all relevant staff and monitor and track compliance.
- 5.6 Work collaboratively with all academic and support services to support the needs of staff and our students.
- 5.7 Actively chair and engage in a range of cross College meetings, as required.

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- 5.8 To carry out any other duties as may be required by the College Senior Leadership Team, Executive Board or as may be required or as directed.

**Note:**

The above list of responsibilities provides clarity as to roles and responsibilities; however, this may not be exhaustive and is subject to strategic decisions, business operational needs, legislation, or regulations etc. The role specification does not form part of your contract of employment.

## Person Specification:

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>A professionally recognised qualification in accountancy (eg CIMA, CIPFA, ACCA, ICA)</li> </ul>	<ul style="list-style-type: none"> <li>A Management Qualification is desirable</li> </ul>
Experience / Knowledge	<ul style="list-style-type: none"> <li>Experience of financial reporting I.e. Monthly Management Accounts &amp; Statutory financial statements</li> <li>Experience of Cash flow management</li> <li>Experience of Management of Payroll department</li> <li>Experience of developing and administering appropriate financial systems</li> <li>Experience of budget setting and 3 year financial planning at organization and departmental level</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an educational setting is desirable</li> <li>Experience of Change management</li> </ul>
Skills / Abilities	<ul style="list-style-type: none"> <li>Minimum of 3 years experience in a similar role is essential.</li> <li>Strong business partnering skills.</li> <li>Forecasting and planning in a changing environment.</li> <li>Experience of setting, monitoring and forecasting budgets is essential.</li> <li>The monitoring of and improvement of performance.</li> <li>Handling competing demands.</li> <li>Strong MS Excel skills.</li> </ul>	
Personal Abilities	<ul style="list-style-type: none"> <li>Commitment to the College values</li> <li>Be a considerate team worker, highly self motivated, adaptable, and flexible.</li> <li>Commitment to high quality teaching and learning.</li> <li>Commitment to providing a student-centred environment based on student feedback.</li> <li>Drive and enthusiasm and high expectations of self and others.</li> <li>Ability to embed and promote equality, diversity &amp; inclusion.</li> <li>Total commitment to supporting and safeguarding students &amp; staff.</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>Transport facilities, driving licence and access to a car / bike.</li> <li>Appropriate professional experience</li> <li>Clear Enhanced Disclosure and Barring Check.</li> </ul>	