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<b>Role:</b>	<b>Head of Financial Services</b>
<b>Level</b>	<b>Head of Department</b>
<b>Contract</b>	<b>Management</b>
<b>Hours:</b>	<b>Full Time (37 Hours a week / 52 weeks per annum)</b>
<b>Direct Reports</b>	<b>Head of Finance Business Partnering Transactional Finance Manager Financial Accountant Contracts Manager</b>

## **1.0 Job Purpose**

1. To support and deputise for CFO.
2. To maintain auditable monthly and annual statutory accounts, ensuring all control systems are adhered to and maintained.
3. To provide technical finance & procurement support to Group and the Finance Team in a way which complies with financial, audit & procurement regulations so that the objectives of the Group are achieved.

## **2.0 Principal Duties**

1. Lead and manage the financial services team to ensure high performance and business efficiency.
2. Oversee the preparation of financial services information for Senior Management and Governor meetings where appropriate.
3. Responsible for the production of the year-end financial statements adhering to ESFA guidance and the SORP and other applicable regulations.
4. To manage and co-ordinate the work of the external and internal auditors.
5. Maintain an effective budget setting and monitoring process including the College Financial and Forecasting Return (CFFR).
6. Monitor the financial health, cashflow, balance sheet and Income and Expenditure account including forecasting.
7. Ensure the financial regulations and procedures are up to date and compliant with the latest legislation and accounting standards. Providing cross college training, advice and guidance.
8. Supports the design and implementation of the Finance & Procurement strategy across the College..
9. Implements tight governance and control and continuously improves the groups financial services.
10. Leads procurement activity and ensures statutory and financial obligations are met and efficiencies achieved in line with the Value for Money (VfM) strategy.
11. Develops and implements procurement strategies in line with public sector procurement.
12. Leads tendering and contract negotiations to ensure the effective supervision and monitoring of 3rd party suppliers.
13. Ensure a robust finance business partnering model is delivered which meets the needs of the organisation.
14. Prepare the rolling cash flow including actuals and projections and organise the necessary investments to ensure effective treasury management.

15. Ensure that the College strives to maintain high levels of staff efficiency and achieves good value for money.
16. Ensure the security of the College's assets and maintenance of an accurate Assets Register and inventory control.
17. Ensure that VAT is correctly accounted for in College transactions.
18. Work in partnership with the College leadership team to deliver the vision, mission and strategic aims of the College.
19. Contributes to the College culture and strategic objectives and works collaboratively with colleagues in other Departments
20. Participates in relevant and appropriate training and development as required.
21. Implements remedial interventions when departmental performance is not on track.
22. Oversee the provision of an accurate and efficient payroll service

### **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 CFO 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 CFO, 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.

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- 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.
  - 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.
  - 5.9 To adhere to all of the College's policies and processes including, but not limited to Safeguarding, GDPR, Equality & Diversity and Health & Safety. Policies are available for staff and training will be mandatory for all.

**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>Minimum of 5 years experience in a similar role is essential</li> <li>Experience of production and review of financial reporting I.e. Monthly Management Accounts &amp; Statutory financial statements</li> <li>Experience of multi year Cash flow management</li> <li>Experience of developing appropriate financial systems</li> <li>Experience of budget setting and 3 year financial planning at organization and departmental level</li> <li>Up to date knowledge of Procurement &amp; Payroll guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an educational setting is desirable</li> <li>Experience of Management of a Procurement and contracts function</li> <li>Experience of funding rules affecting FE / HE</li> </ul>
Skills / Abilities	<ul style="list-style-type: none"> <li>Ability to work under pressure and meeting deadlines is essential</li> <li>Ability to work using own initiative, both independently and as a member of a team is essential</li> <li>Ability to manage, motivate and mentor a diverse team</li> <li>Ability to deliver accurate, timely and well-analysed information</li> <li>Ability to assimilate complex instructions or information</li> <li>Ability to develop policies and procedures</li> <li>Ability to work effectively with managers and influence outcomes of meetings and discussions</li> <li>Ability to communicate technical concepts and issues effectively to non-specialists</li> <li>High level inter-personal skills are essential</li> <li>The ability to maintain confidentiality</li> <li>An understanding of 'safeguarding' and its importance within the college, together with a commitment to creating a safe learning/working environment</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

## Management Role Specification

Criteria	Essential	Desirable
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, diversion &amp; inclusion.</li><li>• Total commitment to supporting and safeguarding students &amp; staff.</li><li>•</li></ul>	<ul style="list-style-type: none"><li>•</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>	<ul style="list-style-type: none"><li>•</li></ul>