

Job Description

Finance Manager

INTRODUCTION

OUR VISION

Careers focussed education inspiring learners to create their future.

OUR MISSION

To deliver outstanding technical and professional learning, which raises aspirations, develops skills and creates futures

OUR VALUES

Defining our values:

EXCELLENCE

- The quality of being **outstanding** or extremely **good**.
- Having outstanding **features** and/or **qualities**.

We show excellence by:

- Having high aspirations and expectations for ourselves and those around us.
- Celebrating and valuing expertise and mastery at all times.
- Recognising that personal responsibility affects our ability to fulfil our potential, embracing opportunities to grow and develop our knowledge and understanding.

Waltham Forest College 

Defining our values:

INCLUSION

- Including **all types** of people and ideas, treating them **equally** and **fairly**.
- Providing equal access to **resources** and **opportunities**.

We show inclusivity by:

- Ensuring that everyone feels welcomed and valued and is allowed to be their true, authentic self.
- Not just recognising, but celebrating the diversity of our community, ensuring that everyone has a voice.
- Making sure that everyone has equal access to what the College does.

Waltham Forest College 

Defining our values:

INTEGRITY

- The quality of being **honest** and having **strong moral** principles.

We show integrity by:

- Acting with honesty at all times, taking responsibility for our own actions.
- Always doing the right thing, especially when no one is looking.
- Demonstrating professionalism, working to fulfil our moral purpose - especially when times are challenging.

Waltham Forest College 

JOB DESCRIPTION

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

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|------------------------|--------------------------------|
| Post | Finance Manager |
| Department | Finance |
| Pay Spine | Spot Leadership and Management |
| Post Reports To | Director of Finance |

KEY RESPONSIBILITIES

1. Supporting the Director of Finance in the College's financial management and reporting, including its medium-term financial plans, capital plans, budgets, in-year forecasts and capital projects financial management.
2. Manage the monthly financial close process to ensure the accurate and timely production of the Management Accounts pack.
3. To lead and manage the day-to-day operations of the finance department including performance management of staff.
4. To lead on the financial planning, management and reporting of all grant funded projects within the College, both capital and revenue.
5. Lead the preparation of the College's statutory financial statements in accordance with the FE/HE SORP and accounting standards, serving as the primary point of contact for external auditors to ensure a smooth and clean year-end audit.
6. Leading, developing and reviewing the systems within the Finance Team to improve timeliness, accuracy, effectiveness, efficiency, and value for money.
7. Contributing to quality improvement within the Finance Team by providing effective leadership training, advice and support to the Finance Team.
8. To be responsible for the Business Development Unit in planning, monitoring, reporting and project costing of the College's business partners.
9. Maintain the integrity of the College's financial data and General Ledger. This involves robust internal controls, authorising journals and ensure all financial transactions comply with the College's Financial Regulations.

MAIN RESPONSIBILITIES

1. Monitor and report on the cashflow for the capital projects and normal business operations ensuring working capital is optimal at all times.
2. To ensure that the College complies with the provisions of the College Financial Regulations and Financial Procedures.
3. To develop and manage financial systems that ensure effective monitoring, reporting and control of income and expenditure, and which reflect a commitment to achieving value for money.
4. To monitor the financial aspects of the full range of College's operational and capital budgets including grant funded projects.

5. Ensure the timely submission of grant funded project claims to relevant authorities and reporting.
6. Oversee financial budgetary targets, including risk management and contingency planning in consultation with the Director of Finance.
7. To manage the operational links with grant givers including the DfE, GLA and the Local Authorities and other agencies for funding, planning and related matters in consultation with the Director of Finance.
8. To ensure College systems operate effectively to meet its statutory responsibilities in relation to the areas covered by this post, and ensure the College receives up to date and accurate advice on all resource-related matters.
9. To assist with the preparation for, and management of, external evaluations, including those by the DfE and auditors, implementing improvements as required.
10. Provide consistent, robust, timely and relevant financial monitoring reports, forecasts and value-added analysis, to support better management of resources, and more effective decision-making
11. Undertake CPD to stay up to date with changes in accounting policies, and ensure that Finance systems are updated as appropriate, to ensure full and timely compliance

QUALITY IMPROVEMENT

12. Contribute to the Finance Team's Self-Assessment Report (SAR).
13. Participate in the College's staff appraisal process and undertake and deliver staff development and training.
14. Engage in continuous CPD, participate in, and deliver, such activities as required to ensure that each Team member has the opportunity to develop to their full career potential.
15. Assist with developing College's Budget Holders' understanding of the Finance system and provide them with user-friendly access to monitor their own information on demand and assist them with training, as required.

TEAM DEVELOPMENT

16. Contribute to the overall leadership of the Finance Team and build collaborative partnerships with cross-functional teams through effective communication and business partnering.
17. Act as a College representative with external agencies and organisations as required.

GENERAL

18. Promotes and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults.
19. Participates in College programmes of staff appraisal and continuing professional development.
20. Develop effective working relationships internally and with external partners.
21. To operate at all times in line with the College's values and behaviours.

Undertakes other duties as may reasonably be required in the interests of the efficient functioning of the College.

Waltham Forest College commitments

Waltham Forest College aspires to be an outstanding College and in recognition of the crucial role that members of staff play, individually and collectively, in achieving and maintaining high standards all employees are required to:

Be a positive ambassador for the College at all times.

To adhere to the College's policies, procedures and practices regarding the safeguarding of learners, including attendance at training and updating sessions as required and responding appropriately and supportively to any issues associated with safeguarding.

Adhere to the College policies, codes, procedures and frameworks.

Undertake continuing personal and work related professional and skills development.

Work collaboratively with colleagues across the College as a whole so as to support the achievement of the College goals.

Be a positive role model in terms of supporting and promoting equality & diversity.

Understand and actively support the College's approach to health and safety and, in particular, to take into account the duty of care for others and oneself in all day to day actions.

Challenge unacceptable behaviour (such as, for example, discriminatory language, not wearing College ID, shouting or playing loud music in corridors, spitting or swearing) whilst not putting one's personal safety at undue risk.

Make an active and positive contribution to team meetings, one to one sessions with line managers and the appraisal process

In recognition of the ever-changing environment in which the College operates, the contents of this job description will be the subject of regular review in consultation with the post holder

Person specification

| Essential/Desirable criteria will be identified at* | | | |
|---|----|---|---|
| | AF | I | A |
| EDUCATION AND TRAINING | | | |
| • Part Qualified accountant ICAEW (ACA / ACMA / ACCA / CPFA) with a minimum of 3 year's experience | E | | |
| • Evidence of CPD, attending training and updating seminars relevant to the area of responsibility throughout the last 2 years | | E | |
| • Fully qualified accountant ACA / ACMA / ACCA / CPFA | D | | |
| EXPERIENCE | | | |
| • Sound and proven financial and management accounting experience | E | | |
| • Experience of delivering effective services to other departments in a complex organisation, implementing change to improve timeliness, accuracy, and value for money. | E | | |
| • Sound and proven experience of financial system and process development. | E | E | |
| • Experience of maintaining Finance systems and training users | E | E | |
| • Experience of financial reporting in the FE sector – including, but not limited to, preparing medium term financial plans, budgets, capital plans, in year forecast | E | E | |
| • Understanding of management information systems and finance dashboard | | E | |
| • Able to support the successful leadership and management of a diverse team of Finance professionals including setting and monitoring objectives | | E | |
| • Experience of developing a Finance Team and training Non-Financial Managers to understand, forecast and influence their own financial results | | E | |
| • Understanding of statutory and legislative framework and the implications for College management. | | D | |
| • Full understanding of FE funding methodology | | D | |
| SPECIAL ABILITIES AND APTITUDE | | | |
| • Excellent financial management and administrative skills | | E | |
| • Excel advanced (skilled in pivot tables and charts), Word intermediate (creating tables and professionally formatted of reports) and Outlook | | | E |
| • Proven organisation and financial leadership skills with an emphasis on building effective working relationships, at all levels within an organisation | | E | |
| • Ability to initiate and manage change in line with strategic planning and corporate objectives | | E | |
| • Able to manage time effectively, establish priorities and work to deadlines | | E | E |
| • Excellent analytical and problem-solving skills, including the ability to prepare, present and interpret complex reports | | E | E |
| • Ability to work under pressure and to organise and prioritise workloads to achieve deadlines | | E | |
| • Proven ability to develop and maintain of finance systems | | E | |

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| • Ability to present complex data clearly and concisely to non-financial managers | | | E |
| • Good verbal and written skills and excellent interpersonal skills and an ability to communicate with a wide range of people | | E | E |
| OTHER REQUIRMENTS | | | |
| • Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults | E | E | |
| • Commitment to working with diversity and a range of ability levels | E | E | |
| • Commitment to the highest possible levels of health and safety for students, staff and others | E | E | |
| • Flexible approach to hours and duties | | E | |
| • Ability and willingness to undertake continuous professional development | E | E | |
| • To have strong sense of purpose and the drive to achieve agreed goals | | E | |
| • Committed to sharing good practice and leading by example | | E | |
| • Committed to own CPD and learning | E | E | |
| • Committed to developing and leading Finance colleagues to support College goals and objectives | | E | |
| • Familiarity with up-to-date Finance good practice | | E | |
| • Understanding of the major issues affecting the FE sector | | E | |

* **Key:** AF = Application Form, I = Interview, A = Assessment