



### Job Description and Person Specification

<b>Job Title</b>	Head of Finance
<b>Salary</b>	Senior Manager Grade 2
<b>Responsible To</b>	Director of Facilities and Operations
<b>Responsible For</b>	Finance Team
<b>Key Contacts and Relationships</b>	Member of Management Group, Students, Philanthropy, Partnerships and Engagement, Operational Departments, Board and Board Committees, Auditors, Charity Commission, Companies House

#### Vision, Mission and Values

All employees are expected to acknowledge, support, commit to and comply with the UWC Vision, Mission and Values as declared on our [website](#)

#### Job Purpose

- To manage the College's, and its subsidiaries, finances in accordance with current Charity Legislation, Company Law and recommended best practice
- To lead, develop and implement a 5-year financial plan and set the strategic and tactical direction for associated plans e.g. Income generation
- Assist the Director and Assistant Director develop and implement a 5-year medium term plan
- To be accountable for all systems, processes and procedures relating to budgeting and finance
- To manage the operation of the Finance Department including management, supervision and professional development
- To support the development of improvements and efficiencies in financial management throughout the College, supporting its wider needs and aims
- To act as Company Secretary for both the College and its trading subsidiary, keeping Company information up to date at Companies House and filing Annual Returns

## Key Accountabilities

- Prepares annual statutory financial statements for both the Charity and its subsidiary and liaises with the auditors
- Works with designated Auditors ensuring appropriate monitoring and control procedures are effective and developed to meet the changing needs of the business
- Prepares, interprets and reports on management accounts, cash flow forecasts and debtors
- Preparation and monitoring of the 5-Year financial plan.
- Ensures that departmental budgets are set and monitors performance against forecasts
- Presents monthly budgetary information to the Management Group
- Identifies and reports financial risks and appropriate mitigation
- Liaises with the relevant departments to ensure there is adequate funding for scholarships and operating costs
- Develops, implements and maintains robust financial policies and procedures to ensure sound internal control and to safeguard the assets of the Company / Charity
- Coordinates financial and budget training for all managers and staff with financial responsibility. Ensure that financial training is part of the PDP for all such staff
- Manages and continuously reviews Financial and management information systems, ensuring that the College remains current with accounting software developments
- Updates the Charity's details on the Charity Commission and Companies House websites and completes and submits Annual Returns
- Attends meetings of the Resources Committee to provide financial information, as required, including long term cash flow forecasts and management accounts
- Researches, reports and acts on any changes in accounting, company or charity finance regulations

- Coaches, manages and leads departmental heads and managers to manage their employees and resources appropriately
- Undertakes any other duties deemed to be appropriate by the Director of Facilities and Operations, commensurate with the level of responsibility and nature of the post

**Person Specification  
Head of Finance**

	<b>Criterion</b> <b>HIGHLIGHTED CRITERION MUST BE ADDRESSED</b> <b>ON THE APPLICATION FORM</b>	<b>Essential</b> <b>or</b> <b>Desirable</b>  <b>(E / D)</b>	<b>How Assessed</b>	
			<b>Application Form</b>	<b>Interview</b>
<b>Qualifications</b>	Qualified Accountant (ACA, ACCA, CIMA or other relevant accountancy qualification)	E	•	
<b>Experience</b>	Significant experience in a similar role	E	•	•
	Working knowledge of Charity and Company Law	E	•	•
	Experience in all aspects of accounting systems especially monitoring and budgeting modules	E	•	•
	Substantial experience of leading a diverse team, with the ability to ensure quality is delivered effectively and efficiently	E	•	•
	Working knowledge of VAT and VAT groups, VAT exemption, PAYE and National Insurance	E	•	
	Experience of providing expert advice and guidance to Board of Governors (or equivalent) and senior teams	E	•	•
	Experience of successfully managing staff, clients, donors and other stakeholders and their expectations	E	•	•
	Thorough understanding of good internal control measures and the implementation of appropriate systems with reference to the particular requirements for charities	E	•	•
	Evidence of successful Finance leadership, developing and implementing strategic Financial Planning at an organisational level and influencing key stakeholders to support implementation	E	•	•

	Proven experience of delivery of a Financial Implementation Plan to agreed level and timescales, takes accountability with stakeholders for non-delivery and puts in place appropriate action	E	•	•
	Experience of identifying, managing and mitigating risk	E	•	•
	Experience of measuring and benchmarking performance in order to achieve continuous improvement	E		•
	Experience of working in an educational environment	D	•	
	Experience in the preparation of counts in accordance with the Charity SORP	D	•	
Skills and Knowledge	Project management skills	E	•	•
	Ability to interpret and explain financial information to colleagues and Board Members who do not a finance background	E		•
	Ability to and experience of leading, coaching / mentoring managers and teams	E	•	•
	Ability to work strategically and to seek and implement new solutions	E	•	•
	Ability to give sound and firm advice on financial matters to the leadership team and Governors to secure the best means of achieving College objectives	E		•
	Able to deal effectively with external agencies such as the College Auditors, Her Majesty's Revenue and Customs etc	E	•	•
	Competent in advising colleagues on client side procurement and contract management with a sound knowledge of different approaches that are available	E		•

	Ability to follow through on solutions / decisions, until closure or resolution, to ensure they are understood and implemented by others	E		•
	Ability to challenge traditional methods of service delivery and thinking	E		• .
	Excellent communication skills enabling credibility to be quickly built and strong relationships to be developed with internal and external stakeholders	E		•
	Excellent influencing, persuasion and negotiation skills	E	•	•
	Confidence and ability to provide expert advice through written reports, presentations and at meetings	E		•
	Good IT skills particularly MS Office suite / Google suite	E	•	
	Strong organisational skills	E		•
Personal attributes	Understanding of and commitment to, the UWC movement, mission and values	E	•	
	Ability to work well under pressure, remain calm and cope with the unexpected	E		• .
	Ability to work collaboratively	E		•
	Ability to lead others with enthusiasm and create a performance management culture	E	.	• .
	Commitment to the promotion of equality and diversity and operating in a safe and healthy requirement	E	• .	
	Commitment to continuous personal improvement	E	• .	
	Flexibility to work outside the normal working week	E	• .	
	Commitment to the safeguarding of children and young adults	E	• .	• .

## **BENEFITS**

### **Place of Employment**

This role will be based in UWC Atlantic College, St Donat's, Llantwit Major, South Wales

### **Hours of employment**

It should be recognised that the job may not be able to be satisfactorily undertaken within a fixed working week and some element of unsocial hours will be required for the proper performance of the responsibilities. The inclusive salary scale for the appointment reflects the need to work in addition to and outside normal office hours.

### **Salary**

Senior Manager 2

### **Taking our Responsibility Seriously**

The safety, security, mental and physical health and happiness of our students and employees are at the heart of everything we do and the way in which we do it. We continue to build a shared spirit of respectful community in which every individual and viewpoint is valued and every voice heard.

With focused and committed leadership on our wellbeing strategy, we are fully committed to ensuring all aspects of wellbeing are reflected in every facet of the UWC Atlantic experience. We are proactively developing our policies and processes to reflect enlightened approaches and to adhere to current best practice. We are also continuing to raise awareness across the whole College community that safeguarding is everyone's responsibility.

### **Pension Scheme**

Option to join a contributory Pension Scheme

### **Annual leave**

25 days a year, rising to 30 days after 5 years' service

UWC Atlantic College Christmas break (normally 2 weeks) and Public Holidays

### **Contract**

Permanent subject to the completion of a 6 month probationary period.

### **Meals**

Employees are entitled to one meal per day to be taken on campus

### **Use of Campus Facilities**

The health and wellbeing of our employees is important and free use of the College gym and swimming pools is available for all employees. If you wish to attend any additional classes that are running, a small charge would be made for these activities

### **Learning and Development**

UWC Atlantic College is committed to developing its people and our employees have access to a range of training and development to enable them to perform their duties effectively. Development plans and options are discussed in personal performance reviews

**St Donat's Art Centre**

Employees receive a 25% discount on any event taking place at the Arts Centre

**College Events**

Employees are invited to attend a College BBQ at the end of the Summer Term and a Christmas Party in early December

**Death in Service Benefit**

If an employee died in service, their estate would receive a payment equivalent to 3 times their annual salary