

<b>JOB TITLE:</b>	College Accountant
<b>ACCOUNTABLE TO:</b>	Associate Principal (Operations and Resources)
<b>JOB PURPOSE</b>	To oversee the provision of efficient and reliable operational financial management

**KEY ACCOUNTABILITIES**

- To support the Associate Principal in the development and implementation of the College's financial strategy, ensuring that financial systems provide accurate and timely financial information to support management decision-making are well developed and embedded throughout the College.
- To maintain up-to-date knowledge and understanding of financial and accounting matters relevant to the College and to provide timely advice to the Associate Principal on such matters.
- To understand the financial methodologies established by the College's funding bodies; to advise the Associate Principal of any necessary action in this context; and to work with relevant staff to ensure that such methodologies are applied correctly throughout the College's planning and forecasting
- To prepare, in conjunction with the Associate Principal, medium and long term financial plans and annual budgets consistent with the College's strategic and development plans.
- To be responsible for the production of the College's annual accounts, Finance Record, the QED annual accounts and any required VAT returns.
- To prepare, in conjunction with the Finance and Payroll Officer, appropriate monthly financial reports.
- Monitor and control the College's budgetary processes and advise the Associate Principal of any necessary action.
- To be responsible for the submission of the year end financial information and the financial planning information to the funding body in line with their requirements and timescales
- To have oversight of the payroll and related pension returns

- To be responsible for the College's banking activities to include oversight of day to day banking, treasury management and management of medium and long term loans and their covenants
- To support the Associate Principal in the development and implementation of the College's procurement arrangements.
- To develop and oversee the implementation of and monitor systems for financial planning and control, including any related policies and procedures.
- To be the lead contact with the Local Government Pension Fund with regard to the actuarial position of the fund and employer contribution rates. Manage the Ill health insurance policy to ensure value for money.
- To manage taxation matters including VAT. Ensure tax returns for the College's subsidiary are prepared and submitted in line with HMRC deadlines.
- To arrange and manage the external audit and the external assurance reviews as determined by the Audit Committee.
- To respond to requests for information regarding College finances and financial systems from the funding bodies, financial inspectors, the Audit Committee and the Corporation
- To provide line management for all staff in the Finance Team with overall responsibility for:
  - support, coaching and development of staff
  - performance management of staff and reviews
- To assist with the selection, recruitment and deployment of staff as appropriate to the area
- To oversee the arrangements for the harmonisation of the University Road and Regent Road financial systems and processes
- To attend and contribute to the work of the Resources and Services Leadership Group.

## **GENERAL RESPONSIBILITIES**

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme
- To ensure the application of the College's policy and procedures with regard to Health and Safety
- To be responsible for Health and Safety within areas of own responsibility
- To support, promote and operate in line with the College mission and values

## NOTES

1. The above job description outlines key responsibilities. It is not exhaustive and the tasks associated with the key responsibilities can be expected to change over time.
2. The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)

Post	College Accountant	
CRITERIA	ESSENTIAL	DESIREABLE
<b>EDUCATION &amp; QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• First Degree (or equivalent)</li> <li>• Accountancy qualification such as ACA, ACCA or CIMA</li> </ul>	
<b>RELATED EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Substantial experience of financial management</li> <li>• Experience of working within regulatory frameworks</li> <li>• Experience of producing financial reports</li> <li>• Experience of leading and managing a team of staff</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of contract management and procurement</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Willingness and capacity to promote high expectations, as well as to confront and resolve problems using sound judgement</li> <li>• Ability to respond and communicate with others showing sensitivity, clarity and focus</li> <li>• Ability to delegate appropriately and effectively</li> <li>• Ability to plan and prioritise work effectively and meet deadlines</li> <li>• Good IT skills</li> <li>• Good written and oral communication skills</li> </ul>	
<b>ATTITUDE &amp; DISPOSITION</b>	<ul style="list-style-type: none"> <li>• Commitment to the continuous improvement of services offered by the College</li> <li>• Commitment to the stated values of the College, including valuing diversity and promoting equality</li> <li>• Commitment to safeguarding and promoting the welfare of young people</li> <li>• Flexibility and resilience</li> <li>• Open and approachable manner</li> <li>• Calmness under pressure</li> </ul>	