

## Job Description

Job Title	<b>Finance Controller</b>
Department	<b>Finance</b>
Reports to	<b>Executive Finance Director</b>
Grade	<b>Business support PO8</b>
Location	<b>Across all campuses</b>

## Our Vision

### Mission statement

The mission of the College is to develop the skills, confidence, and qualifications for local people to lead rich lives and build great careers.

### College Values

- A** **Ambitious** – *We are highly ambitious for our students and staff with a relentless drive for excellence in everything we do.*
- S** **Successful** – *We build resilience and determination to achieve great results, celebrating individual and collective success.*
- P** **Professional** – *We foster high levels of professional standards, with an emphasis on integrity and accountability.*
- I** **Innovative** – *We strive to be at the forefront of innovation for education, skills and employment.*
- R** **Respectful** – *We celebrate our inclusive and diverse culture, valuing our students, staff and stakeholders.*
- E** **Engaging** – *We are committed to developing partnerships, listening to students, staff and employers to inform our decision making.*

### Safeguarding of Children and vulnerable adults

Newham College is committed to safeguarding and promoting the welfare of our learners and young people. We expect all staff to share this commitment. As this role involves regulated activity, the successful applicant will be required to undertake an enhanced DBS check and additional pre-employment checks.

### Equality of Opportunity

The College has a strong commitment to working toward the implementation of equality of opportunity in both service delivery and employment. The College's mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination implementation of this aim and related policies and programmes.

We encourage and welcome applications from all individuals, regardless of age, disability, sex, sexual orientation, gender reassignment or identity, race, religion or belief and marriage and civil partnership.

### Job Purpose

As Financial Controller, you will lead on transforming the Budget/Reporting side of the Finance department from a traditional Management Accounting focus to a more integrated Business Partnering approach, developing activity-based costing to facilitate curriculum planning and working with MIS to create more detailed and timely financial information for budget holders. You will work closely with the Executive Finance Director on production of budgets, monthly finance reports and statutory accounts; and will act as his Deputy within the department.

### Key Duties and Responsibilities

#### **Duties particular to the post**

1. To work with the Executive Finance Director on budget setting for the whole college, including preparation and submission of documents to funders.
2. To support the year end close and statutory accounts preparation as required by the Executive Finance Director.
3. Together with the EFD, provide financial management information for the whole college for Executive decision-making, including timely monthly reports and ad hoc financial analysis/ business cases.
4. To lead on business partnering with budget holders to improve their financial literacy and ensure optimum financial performance.
5. To lead on improving activity-based costing and management information for budget holders, including working with MIS to explore use of PowerBI to produce financial dashboards.
6. To improve financial aspects of curriculum planning including developing the course costing information held in 4Cast, to enable contribution margins to be analysed at course level.
7. To develop and implement training programmes for graduate and apprentices within the Finance team, ensuring they develop all necessary skills and knowledge.
8. To review and refresh the roles of the management accountants to be more business partner focused and ensure they remain fit for purpose as college systems are updated (for example the new HR system iTrent may impact on how staffing data can be collected and analysed)
9. To line manage staff involved in financial planning and analysis
10. Identify and implement system and process improvements within Finance and between Finance and other departments and foster a culture of continuous improvement.
11. Input to Finance policies and procedures as required by the Executive Finance Director, seeking to adopt sector best practice.
12. Work with Executive Finance Director to ensure compliance with all statutory and grant funding requirements.

**General**

1. Implement and adhere to college policies, mission, values, and strategic objectives.
2. Take responsibility for own professional development ensuring full compliance of all internal and external training requirements.
3. Understand and comply with Safeguarding legislation, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.
4. Ensure the Health and Safety policy and procedures are always followed, and that good practice is embedded throughout all aspects of the role.
5. Participate in the college's staff learning and development and annual appraisal requirements.
6. Contribute to the effective management of the college via meetings.
7. Collaborate with other areas of the College as required to ensure effective delivery of cross -College programmes.
8. Work with other support services to meet the needs of the college on specific projects/tasks outside of your main area of work.
9. Ensure all data is handled in line with the General Data Protection Regulations.
10. Undertake such duties and hours of work that may be required of you commensurate with your grade, this may be at college locations or working remotely.
11. Support College initiatives and aspirations to achieve Net Zero carbon.

**The above list of responsibilities is not exhaustive, and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.**

**This job description accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade.**

**Depending on strategic or operational needs, the jobholder may in the future be required to work for another existing or new organisational unit and/or at different sites within Newham College. This may be on a temporary or indefinite basis and may involve a change in line management and/or regularly working at more than one site.**

## Person Specification

The following qualities are all deemed essential to the requirements of the post. The College will, therefore, be seeking evidence of these in the selection process, which will include application form, an assessment centre, interview(s) and references. The College is seeking to appoint highly skilled, dynamic, flexible, and committed people with the potential to help us realise our mission and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas to make an appointment.

Method of assessment – A – Application form, T- Task, - I -Interview

Education/Qualifications	Essential	Desirable	Method of assessment
Qualified Accountant ACCA/ACMA/ACA/CIPFA	X		A
Minimum of level 2 qualification in English and Maths	X		A
Extensive experience - PQE	X		A/I
Degree in a relevant subject		X	A
<b>Expereince</b>			
Leading on Financial Planning and Analysis activities in an FE organisation	X		A/I
Creating financial statements	X		A/I
Significant experience of funding streams and income generation within FE including 16-19, High Needs, Apprenticeships and Adult Education Budget	X		A/I
Significant experience of managing and developing staff	X		A/I
Experience of developing and improving financial systems and reports	X		A/I
Experience of developing/implementing activity-based costing and curriculum contribution margins (use of 4Cast desirable)	X		A/I
Strong analytical skills and the capacity to undertake ad hoc 'what if' scenarios.	X		A/I
Experience of data handling and regulatory submissions	X		A/I
Leading on business partnering and providing advice and guidance to budget holders to optimise their financial performance.	X		A/I

Knowledge and skills			
Ability to influence, challenge and manage difficult situations.	X		A/I
Proficient Excel Skills	X		A/I
Extensive knowledge of accounting software (experience of BluQube desirable but not essential)	X		A/I
Commitment to and enthusiasm for delivering an excellent service.	X		A/I
Great team working skills.	X		A/I
Effective time management and able to work to challenging deadlines.	X		A/I
Passionate advocate of safeguarding, equality, diversity, and inclusion.	X		A/I
Sound judgement, professionalism, and advocating collegiate working practices.	X		A/I
Highest standards of integrity	X		A/I