

ROLE PROFILE

General Details	
Job Title	Finance Manager
Vacancy Number	VN453
Department	Finance
Reporting to	Director of Finance
Place of work	Telford College
Tenure	Permanent
Hours/FTE	Full Time
Salary	£38,629 - £41,990 per annum
Terms & Conditions	Business Support
DBS	Enhanced
Closing Date	Monday 27th January 2020 at 9am
Interview Date	Monday 3rd February 2020

Moral Purpose – Students first – a belief that all students can achieve and an unwavering commitment to pursue achievement for all.

Main duties and responsibilities

The successful applicant will be expected to:

- Manage the College's and its subsidiary companies financial affairs efficiently and effectively
- Preparation and analysis of monthly management accounts
- Preparation of annual financial statements.
- Work with internal and external auditors and ensure all actions arising are implemented and monitored
- Oversee all aspects of cash management including bank reconciliations, payment runs and cash flow forecasting
- Assist with the budget planning process and the 3 year financial plan
- Ensuring expenditure is kept in line with budget and financial procedures are adhered to
- Liaising closely with managers and budget holders across the organisation to support operations, resolve issues and monitor internal controls
- Responsible for finance systems including maintenance and development
- Management of accounting procedures and process improvement

- Preparation and submission of statutory returns, including VAT, ONS, ESFA
- Responsible for fixed assets; including maintaining the asset register, acquisition, capitalisation, depreciation and disposal
- Oversee effective procurement to ensure value for money
- Lead and line manage the College Finance team ensuring effective recruitment, professional development and performance management in line with College policies and values.
- Carry out additional duties and tasks that may be required within the range of responsibilities of the post; deputising for the Finance Director when required.

Other Corporate Responsibilities

- Reflect the vision, mission, aims and values of the College.
- Always strive for continuous improvement in your professional practice and delivery of outcomes.
- Commit to the safeguarding and promotion of the welfare of children, young people and vulnerable adults.
- Participate in the College's Performance Development Review and engage in continuous professional development.
- Continually improve teaching, learning and assessment through proactive CPD and sharing best practise.
- Support enrolment procedures as appropriate and cover for absent colleagues as appropriate.
- Be compliant with Data Protection Act arrangements and confidentiality.
- Identify the financial, health and safety, equality, safeguarding, confidentiality or other risks associated with the post's sphere of responsibility and to define and take positive action to manage these risks.
- Carry out such other duties as may reasonably be required from time to time.

This role profile is current as the date shown. It is liable to variation to reflect changes in the role, priorities and circumstances.

PERSON SPECIFICATION

EVIDENCE KEY

A =	Application
I =	Interview
R =	References
T =	Test
P =	Presentation
C =	Certificate
Or a combination	

	Essential	Desirable	Evidence
1. Working in the FE sector/an FE college		✓	A
2. Production of Financial Statements and Management Accounts	✓		A/I
3. Working with auditors and other professional advisors		✓	A/I
4. Cash flow reporting and management	✓		A/I
5. Qualified (ACA, ACCA, CIMA, CIPFA) or equivalent	✓		A/C
6. Min 3 years post qualification experience	✓		A/I/R
7. Evidence of continuing professional development		✓	A/I
8. Accounting standards (SSAP, FRS, SORP)	✓		A/I
9. ESFA planning and reporting requirements		✓	A/I
10. Computerised accounting systems	✓		A/I
11. Insurance arrangements	✓		A/I
12. Pensions (LGPS/TPS), Treasury management, bank loans and cash management and Procurement		✓	A/I
13. Able to lead and motivate staff	✓		A/I

14. Provide timely and accurate accounting information	✓		A/I
15. High level of analytical skills	✓		A/I
16. High level of computer literacy (MS Excel/Word)	✓		A/I
17. Ability to identify opportunities for improving efficiencies and enhancing value for money	✓		A/I
18. Well-developed interpersonal skills	✓		A/I
19. Presentation skills written and oral	✓		A/I
20. Able to draft policies and procedures	✓		A/I
21. Able to establish and maintain good working relationships with work colleagues and learners	✓		A/I
22. Ability to effectively manage relationships with external professionals	✓		A/I
23. Willing and able to meet tight deadlines	✓		A/I
24. Honesty and integrity	✓		A/I
25. Suitable to work in an environment where children, young people & vulnerable adults are present	✓		A/I
26. Readiness to tackle unsatisfactory practice and challenge non-compliance	✓		A/I
27. Willing to work outside of standard hours when the work requires	✓		A/I
28. Willing to contribute to open events	✓		A/I

ADDITIONAL INFORMATION

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Conditions of Appointment

All Appointments to the College are subject to:

- Verification of relevant qualifications
- Receipt of references considered suitable by the College
- Verification that you are legally permitted to work in the United Kingdom
- Disclosure & Barring Service (DBS) Checks

The College's policy is to have an enhanced disclosure check for all posts. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, the College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. The College has a written policy on the recruitment of ex-offenders which is available from Human Resources.

Equality and Diversity

The College is an equal opportunities employer and encourages applications from all sections of the community.

The College welcomes applications from persons with disabilities and will interview any person with a disability who meets the essential criteria for the role as outlined in the person specification.

Safeguarding

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Location

The postholder will be required to carry out their duties on the College premises.



