

JOB DESCRIPTION

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| JOB TITLE: | Finance Manager |
| REPORTS TO: | Director of Finance and Resources |
| SALARY: | £40,462 - £45,670 FTE pa (NJC Pay Point 24-29) <i>Full time all year-round</i> |
| HOURS: | 37 hours per week |
| WORK PATTERN: | All Year-round |

PURPOSE

- Assist and support the Director of Finance and Resources in the efficient running of the Finance Department & Student Services ensuring financial records and data are accurate and up to date.
- This will involve the production of management accounting information and reports, provision of support and assistance to budget holders, maintenance of financial records to support effective variance analysis and financial control and financial analysis of different areas of income and expenditure.
- Ensure compliance with financial regulations, bursary funding guidance, policies and procedures while providing accurate, timely and effective information.
- To line manage the Finance Officer, Finance and Payroll Officer, Student Services Assistant and Receptionist.
- The role will be reviewed and amended on an on-going basis in line with the organisational requirements dependent on the needs of the service.

OPERATIONAL RESPONSIBILITIES

- Work in an organized and structured manner to meet deadlines and offer a high level of support to the College.
- Ensure timely reconciliation of all control accounts including bank, sales and purchase ledgers.
- Review reconciliations of the card machine income, the College's monthly credit card statement and monthly petty cash receipts.
- Prepare Month End Journals including Photocopier Recharges, Minibus Recharges and Payroll Journal.

- Reconciliation of Expenditure nominals. Identifying and correcting mispostings.
- Ensure accurate recording and reporting to funders on grant funded activities including both revenue and capital funded projects, including making claims to funders as required.
- Assist and update forecasting schedules to ensure budgets remain on track and report on any variances.
- Maintain the Fixed Asset Register (including asset tracking), run depreciation and reconcile balance sheet accounts.
- Reconcile Tuition Fees Income; reconciled and posted to the correct nominals.
- To update cash flow forecasts on a monthly basis in line with the budget plan
- Ensure DfE remittances are coded to the correct nominal, posted to the finance system, and filed in the correct categories.
- Oversee financial aspect of International tuition fees working with the international team to ensure accurate reporting and forecasting.
- Maintain up to date register of Budget Departments and Budget holders file, recording any changes.
- Work with Budget Holders to manage order commitments outstanding on the Finance System. Delete old commitments to maintain accurate reporting.
- Uptake housekeeping of the finance system.
- Train and support new budget holders and requisitioners on the Finance system.
- Assist in year-end reconciliations and preparation of the annual statutory accounts.
- Deputise for the Director of Finance and Resources during holidays or periods of absence.
- Ensure compliance with all Financial Regulations.
- To assist in the provision of a finance function to support other College activities e.g. enrolment;
- To prepare quarterly Vat returns and to review partial exemption calculations as required
- To perform other duties within the Financial function as requested and operate flexibly within the Finance team.
- To ensure effective implementation and timely reporting on collection of student charges including trips and, campus charge, bus passes and fees.,

- Manage all college bursary funds; 16-19, 19+, Advanced Learner Loan, and guaranteed. Including the assessment of applications, making weekly payments and the reconciliation of all spending.
- Ensure accurate data management within Parent Pay and optimise its use for payments .
- Delivery of a single student help desk in college; ensuring a high standard of customer service is delivered at all times.
- Supervise college reception including overseeing incoming and outgoing post.
- Ensure that all students have new ID cards and lanyards; including the ordering of all new lanyards for staff and students
- Line management of student services and reception team
- Responsible for the production of a departmental SAR and QIP
- Ensure the smooth running of student services and reception
- Conduct staff appraisals within the student services and reception teams
- Responsible for quality assurance within student services and reception

IN ADDITION TO THE ABOVE MENTIONED ATTRIBUTES THE POSTHOLDER WILL BE EXPECTED TO:

- To support effective safeguarding of all young people throughout the College.
- To attend as necessary, meetings of all College Staff.
- To adhere to College policies and procedures e.g. Equality and Diversity; Health and Safety.
- Undertake any such other duties as may be required, commensurate with the post which do not change the character or purpose of the post which are necessary to maintain outstanding standards

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

We strive for equality throughout the college and positively encourage applications from all sections of the community. The College has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced DBS clearance.

LEON RILEY
Principal

Employee Signature *Date*.....

Line Manager..... *Date*.....

Person Specification

AF = Application Form

Q = Qualification

I = Interview Process

| Qualifications | Desirable /Essential | Assessment Method |
|---|----------------------|-------------------|
| Have a good standard of general education, with a good level of literacy and numeracy at Level 2 or equivalent (Math's and English GCSEs at Grade C or above). | E | AF Q |
| Minimum AAT Technician qualification. | E | AF Q |
| Ideally working towards CIMA qualification. | D | AF I |
| Skills & Abilities | Desirable /Essential | Assessment Method |
| Excellent communication skills facilitating positive working relationships with staff and learners. | E | AF I |
| Ability to work flexibly and adapt to business and learner needs accordingly. | E | AF I |
| Ability to methodically organise, plan and prioritise a busy workload according to changing operational requirements. | E | AF I |
| Ability to work alone and to plan and prioritise a busy workload. | E | AF I |
| Ability to work under pressure without supervision. | E | AF I |
| Work innovatively and creatively to ensure that work is carried out efficiently and be prepared to evaluate ways of working to adapt to College business needs. | E | AF I |

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| To demonstrate a good level of Equality & Diversity, Health and Safety awareness and the ability to apply safe working practices. | E | AF I |
| Experience & Knowledge | Desirable /Essential | Assessment Method |
| Experience in a similar role. | E | AF I |
| Experience with Resource 32000. | D | AF I |
| Strong IT skills including all Microsoft packages. | E | AF I |
| Experience of VAT partial exemption claims. | D | AF I |
| Good working knowledge of financial administration. | E | AF I Q |
| Experience of applying IT skills to create efficient, accurate and monitored systems. | E | AF I |