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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Director of Finance

**Department:** Finance

**Hours:** 37.5 hours

**Responsible to:** Chief Finance Officer

**Salary / Scale:** Competitive (circa £55,000.00 - £60,000.00 per annum)

**Date of Issue:** May, 2022

**Organisation Chart:**

Chief Finance Officer

Finance Team

Director of Finance

Head of Financial Operations

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1. **Aims and Purpose of the Post**
   1. To manage the College Finance Function including subsidiaries and trusts

2.2 The control of all accounting records including all statutory requirements

2.3 To produce timely accurate monthly management accounts and budgets for submission to the Senior Leadership Team and the Board and Finance Committee as required

2.4 To produce timely year end statutory accounts for the College, group, subsidiaries and trusts, including working papers and other required financial returns to funding bodies

* 1. To manage the day to day treasury and working capital requirements of the College
  2. To manage and effectively deploy the finance office team.
  3. To provide a business partnering approach to support and constructive challenge to Budget Holders.
  4. To support continuous improvement in improving efficiency in finance processes and procedures.

1. **Specific Responsibilities**
   1. To manage the Finance function, including the monitoring of income and expenditure budgets and the accounting and maintenance of all associated systems for the College and its subsidiaries and trusts.
   2. To ensure that the College’s Financial Regulations and Procedures are adhered to and to recommend any modifications as necessary.
   3. To ensure the production of accurate monthly budget holder reports for all budget holders.
   4. To ensure that monthly review meetings are held with budget holders and that action points are implemented
   5. To ensure the Finance Function computer systems are functional at all times, liaising as necessary with IT Services and software suppliers.
   6. To liaise with the Student Services and the Management Information Team to ensure the accurate and timely recording of all student transactions.
   7. To liaise with the Internal Audit Service and External Auditors and to contribute to management’s response to any recommendations or reports.
   8. To manage all bank accounts in accordance with the Treasury Management policy and the physical and access security protocols in place.
   9. To ensure the production of annual reports and accounts for the corporation, subsidiary companies and trusts.
   10. To ensure that all administrative procedures are completed efficiently including statutory and internal records and returns, and reports required by College Management.
   11. To oversee the finance team ensuring that monthly routines are followed and adhered to.
   12. To appraise and formally review the work performance of directly managed staff on a regular basis, ensuring development needs are identified and under performance is addressed professionally and promptly.
   13. To manage arrangements for the timely invoicing and collection of all monies owed to the College by students and other customers.
   14. To manage the payment of creditors according to the College’s terms and conditions.
   15. To safeguard the College’s assets and to ensure that cash and cheques are banked promptly and accurately.
   16. To provide a finance service to the College’s out centres.
   17. To ensure the effective maintenance and accuracy of Inventories and Asset Registers.
   18. To ensure the day-to-day management of Financial Risks.
   19. To ensure the effective management of the colleges insurance account.
   20. To ensure that courses and projects are financially viable and contribute to Capital Investment and Disposal projects.
   21. To ensure the timely completion of the College and subsidiaries PAYE and VAT returns, liaising with the College’s advisors and HM Revenue & Customs.
   22. To maintain policies and procedures that supports the College Financial regulations and provides timely training and support to College budget managers and finance system users.
   23. To represent the College with external Agencies and Organisations.
   24. To ensure safe working practices and conditions including compliance with health and safety, environmental health and other relevant legislation and codes of practice.
   25. To undertake cross-college management duties on a rota basis.
   26. To assist in the maintenance and sustainable development of resources and commercial activities.
   27. To attend both day and evening meetings, courses, etc. considered to be of benefit to the College and the individual.
   28. To ensure that all Financial output complies with the Data Protection Act 2018.
   29. To promote and adhere to the College’s Safeguarding Policies and Procedures
   30. To promote and adhere to the College’s Health & Safety Policies and Procedures
   31. To manage student conduct in accordance with College policies.
   32. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   33. The active promotion of and commitment to best practice in equality, diversity & inclusion.
   34. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   35. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

36 days holiday (inc bank/public holidays)\*\* 10% discount on College courses

On-site Gym Free on-site parking

Subsidised catering High Street Discounts

(\*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

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| **Person Specification – Director of Finance** |
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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| CCAB financial qualification (i.e. ACCA, CIMA, ICAEW, CIPFA) | X |  |
| Educated to degree level or equivalent |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Commitment to and evidence of CPD | X |  |
| Professional management qualification (level 5 or above) |  | X |
| **Experience & knowledge** |  |  |
| Experience of working in a similar role | X |  |
| Previous experience of working in or with a Further Education and / or Higher Education sector | X |  |
| Experience of preparing monthly management accounts/ forecasts, budgets, financial plans, cash flow forecasts and key financial metrics | X |  |
| Experience of actively managing working capital | X |  |
| Experience of actively managing treasury requirements |  | X |
| Experience of providing high level reports to senior management, Board members and college staff | X |  |
| Ability to analyse and interpret large quantities of complex data | X |  |
| Knowledge of issues affecting the provision of post 16, Further and Higher education and training |  | X |
| Good understanding of supporting and developing commercial operations |  | X |
| **Personal Attributes** |  |  |
| Flexible approach to work to allow for evening and weekend working. | X |  |
| Proven ability to quickly build rapport and professional relationships with team, internal and external stakeholders | X |  |
| Excellent written and verbal communication skills | X |  |
| Ability to inspire and motivate others to work towards common goals, objectives and standards | X |  |
| Commitment to achieving value for money | X |  |
| Commitment to delivering high standards | X |  |
| High levels of integrity | X |  |
| Ability to create an inclusive working environment which values equality, diversity and inclusion | X |  |
| Previous line management experience | X |  |
| Ability to coach and develop team members |  | X |
| Resilient and can respond positively to challenge and change | X |  |
| Willingness to take responsibility and get involved with wider business issues/challenges |  | X |
| Full driving licence | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Displays awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE:**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas and Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas and Immigration Service Website.

**Appendix A ‘The Moulton Manager’**

**Delivering excellent service**

* Has a customer-centred approach
* Actively seeks feedback from a variety of stakeholders
* Shows awareness of and commitment to goals and standards

**Finding innovative solutions**

* Seeks out ideas and input
* Encourages individuals to take responsibility
* Challenges the status quo

**Embracing change**

* Adjusts to unfamiliar situations, demands and changing roles
* Sees change as opportunity
* Is receptive to new ideas

**Commercial Focus**

* Operates on business principles
* Strives to continuously improve their area(s)
* Seeks to enhance the reputation of the college

**Engaging with the big picture**

* Anticipates the future vision for the team
* Helps others see the importance and relevance of their contribution
* Understands Moulton’s strategic objectives

**Developing self and others**

* Is aware of the impact they have on others
* Provides learning and development opportunities
* Develops their skills for the future

**Working with people**

* Acts as a role model for the college
* Sets and manages priorities
* Regularly meets with individuals

**Managing self and personal skills**

* Manages change and transition
* Adopts a coaching style
* Acts with honesty and integrity

**Achieving results**

* Delivers strategic priorities and initiatives
* Is focussed on results
* Manages the performance of their team(s)

**Actively promoting and valuing Equality and Diversity**

* Values people as individuals and respects diversity
* Acknowledges and recognises individual background and beliefs
* Challenges others when they are not promoting equality and valuing diversity