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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Head of Financial Operations

**Department:** Finance

**Hours:** 37.5 hours per week. Weekend and evening working may be required when business needs demand.

**Responsible to:** Director of Finance

**Reports:** Principal Accountant, Financial Assistant (AR), Financial Assistant (SL),

Finance Assistant (PL)

**Salary / Scale:** Management Spine - Band D - £38,650.00 - £43,263.00

**Date of Issue:** March 2021

**Organisation Chart:**

Director of Finance

Principal Accountant

Head of Financial Operations

Finance Business Partner

Financial Assistant (P/L)

Financial Assistant (SL)

Financial Assistant (AR)

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1. **Aims and Purpose of the Post**
   1. Controlling the day-to-day processing of financial transactions, including the issuing of AR and student ledger invoices and related credit control activities, and the authorisation and recording of supplier purchases.
   2. The timely production of accurate management reports, including the statutory and monthly management accounts.
   3. Reviewing and improving efficiency in the financial processes and procedures.
   4. Managing members of the finance team, as defined within the departmental structure.
2. **Specific Responsibilities**
   1. Preparing the monthly accounts commentary and forecast cashflow on a timely basis for review by the Director of Finance.
   2. Working with the Principal Accountant to produce an in-depth analysis of monthly variances, and proposing updates to the full year forecast when required.
   3. Updating the monthly finance dashboards and assisting in documenting the outcomes of the Finance Performance Boards and other variance analysis undertaken with the Curriculum budget holders.
   4. Planning and executing the annual Business Planning and Budget process, liaising with budget holders, and preparing draft outcomes for review in line with the agreed timetable and reporting formats.
   5. Liaising with both the internal and external auditors to ensure their work is carried out in an efficient manner, arranging for documentary evidence and working papers to be made available where required.
   6. Assisting year end close down processes and production of year end group accounts.
   7. Planning and executing the financial aspects of the annual enrolment process, ensuring the timely preparation and recording of invoices, and improving controls over debt recovery.
   8. Ensuring that the College’s Financial Regulations and Procedures are adhered to and to recommend any modifications as necessary.
   9. Assisting in the documenting and review of all funding streams available and awarded to the College, including the invoicing of high needs and transport costs to Local Authorities.
   10. Assisting in the preparation of the annual Finance Plan and other returns required by regulatory bodies, including the OfS Access & Participation reporting.
   11. Assisting the Director of Finance and the Chief Finance Officer as required.
   12. To ensure safe working practices and conditions including compliance with health and safety, environmental health and other relevant legislation and codes of practice.
   13. To ensure that all financial information produced complies with data protection laws and Colleges policies and procedures.
   14. Attending meetings, courses etc. considered to be of benefit to the College and the individual.
   15. Undertaking any other duties that the Principal may require and as may reasonably be expected commensurate with the grade of post.
   16. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   17. To promote and adhere to the College’s Health & Safety Policies and Procedures.
   18. To manage student conduct in accordance with College policies.
   19. 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.
   20. The active promotion of and commitment to best practice in equality, diversity & inclusion.
   21. 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.
   22. 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)

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

On-site Gym Free on-site parking

Subsidised catering

(\*\* 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 – Head of Financial Operations** |

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent | X |  |
| Recognised accountancy qualification | X |  |
| Commitment to and evidence of CPD |  | X |
| **Experience & knowledge** |  |  |
| Experience of managing finance staff | X |  |
| Experience of working cross-functionally with non-finance staff | X |  |
| Previous experience of monthly and year end accounts preparation and reporting | X |  |
| Experience of working in a flexible and positive manner and being able to adapt to changing work patterns | X |  |
| High-level experience of working with Microsoft Office (Word, Excel, Outlook, PowerPoint) | X |  |
| Ability to analyse and interpret large quantities of complex data |  |  |
| Previous experience of working with Aptos finance system |  | X |
| Excellent verbal and written communication skills | X |  |
| Ability to maintain confidentiality | X |  |
| To have worked in a FE or HE environment |  | X |
| **Personal Attributes** |  |  |
| Self-motivated and used to working to deadlines | X |  |
| Communicates well with colleagues across all departments and disciplines | X |  |
| Creates effective working relationships with own staff and sets clear and deliverable objectives |  |  |
| Ability to cope with conflicting demands | X |  |
| Ability to keep to deadlines and capable of managing their own time effectively and efficiently | X |  |
| Ability to work meticulously and methodically | X |  |
| Ability to work accurately, paying attention to detail while working in a busy environment | X |  |
| Ability to focus on the need to satisfy both internal and external customers | X |  |
| Able to exercise own initiative when required | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Ability to display 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 |  |

**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