# Title: Finance Manager

**Responsible to:**  Vice Principal Finance & Resource

**Reporting to:** Vice Principal Finance & Resource

**Responsible for:** Finance Assistant, Purchase & Sales Ledger and Student Bursary

**Grade:** Manager, c£40k per annum FTE DoE

**Contract Status:** Permanent

**Hours of work:** 37 hours per week. Normally 8.30 – 5.00 Monday - Thursday 8.30 – 4.30 Friday

**Date:** January 2017

**Role Summary:**

1. Work closely with the Vice Principal Finance & Resource to:

* Lead the finance team.
* Ensure financial month end processes are adhered to and completed on time.
* Review and analyse financial information to highlight areas of concern to the Vice Principal Finance & Resource
* Produce all statutory reports and accounts in the finance area and ensure compliance and adoption of best practice
* Act as Finance Director for the Inspire Academy Trust.

2. Be able to deputise for the Vice Principal Finance & Resource in all financial matters as required.

**Main duties**

1. To provide proactive leadership at a management level in respect of the College’s Finance Function.
2. To report directly and promptly to the Vice Principal any financial cause for concern.
3. To Line manage the finance team.
4. To build, develop and effectively manage the team using the college’s performance management system to ensure high performance and business efficiency
5. To ensure the College has a sound framework of financial management and control and to establish and maintain systems that conform to best practice.
6. To propose and present, monthly, financial information to the Vice Principal and Corporation meetings where appropriate recommending the courses of action necessary to address any variances from budget that occur.
7. To provide data and reports for the purposes of informing the Corporation of the College’s financial position.
8. To contribute to the budget setting process and maintain effective financial controls to ensure that the budget is achieved.
9. To advise upon and ensure effective cash flow management and investment of College funds.
10. To ensure that the College strives to maintain high levels of staff efficiency and achieves good value for money for all non-pay costs.
11. To ensure that the College’s financial statements are prepared to comply with all relevant legislation and required statutory deadlines.
12. To ensure the security of the College’s assets and maintenance of an effective Assets Register.
13. To plan, lead and implement effective financial administrative systems which streamline bureaucratic processes to ensure value for money and accountability.
14. To liaise with internal and external auditors whilst carrying out-their annual cycle of audit activities.
15. To ensure that the College’s capital spending remains within the limits of those approved by the Corporation
16. To be responsible for other returns e.g. Annual Finance Record, VAT returns, statistical returns and be the principal point of contact for HM Revenue & Customs and professional advisors on all aspects of taxation including VAT
17. To be responsible for all financial accounting, forecasting, budgeting and reporting for the Inspire Academy Trust, reporting to the Senior Management Team, and Board of Governors as required.

Any other duties of a similar level of responsibility as may be required

**Additional Information**

* Understand personal responsibility to adhere to relevant college policies and procedures as they relate to safeguarding and implement these to ensure vigilance at all times.
* Present the college in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the college and relevant outside agencies.
* Undertake professional development and training to contribute to individual and College development as agreed through the College Performance Appraisal Scheme process.
* Carry out all duties with due regard to Health and Safety Regulations.
* Ensure compliance with the Financial Regulations of the College.
* Positively promote equality of opportunity for staff and students
* Carry out other duties as may reasonably be required from time to time

**NOTES:**

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within, which the post holder is expected to operate.

This job description should not be viewed as a legal document not a set of conditions of service and it can be received at any time in light of the needs of City College.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing.

This job description is correct at 01/2017. It will be updated in consultation with the post holder as circumstances change.

**PERSON SPECIFICATION: Finance Manager**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How Assessed** |
| **Education/ Qualification and Training** | | |  |
| Qualified accountant – ACA ACCA CIMA or CIPFA | x |  | Application and Certificate |
| Advanced spreadsheet functionality | x |  | Application /Interview |
| Experience of OpenAccounts v6 or higher |  | x | Application /Interview |
| **Experience** | | |  |
| Successfully leading or managing teams | x |  | Application /Interview |
| Ability to analyse and summarise complex information for presentation to a variety of audiences | x |  | Application /Interview |
| **Knowledge and awareness** | | |  |
| Ability to analyse and summarise complex information for presentation to a variety of audiences | x |  | Application /Interview |
| Hands on, detailed and proactive approach to identifying and resolving problems and dealing with issues | x |  | Application /Interview |
| Experience of accounts reporting in the public sector or in a service environment |  | x | Application /Interview |
| Experience of / understanding of the funding in the post-16 sector |  | x | Application /Interview |
| High level of IT literacy involving the ability to manipulate data across different systems | x |  | Application /Interview |
| **Skills** | | |  |
| High level of IT literacy involving the ability to manipulate data across different systems | x |  | Application /Interview |
| Excellent communications and interpersonal skills | x |  | Application /Interview |
| Commitment to team working | x |  | Application /Interview |
| Strong personal commitment to the college | x |  | Application /Interview |
| Commitment to achieving excellence through continuous improvement | x |  | Application /Interview |
| Ability to work flexibly to meet college requirements | x |  | Application /Interview |