HEREFORDSHIRE, LUDLOW and NORTH SHROPSHIRE COLLEGE

Job Description and Person Specification

# HEAD OF FINANCE

**RESPONSIBLE TO**

Director of Finance

**RESPONSIBLE FOR**

Staff and activities within the Finance Department

# JOB SCOPE AND PURPOSE

The Head of Finance is responsible for the efficient and effective operation of the College’s accounting systems and Finance team, ensuring that all activities comply with legal requirements, College financial regulations and procedures and audit requirements.

The Head of Finance will contribute to the overall management of the College by providing timely and accurate accounting information as required by budget holders, senior managers, governors and external bodies.

A key part of this role is to prepare the management accounts and annual financial accounts of the College ensuring compliance with all relevant accounting standards.

The Head of Finance role also includes assisting in the preparation of financial, statistical and audit information requested by external funding bodies and other stakeholders.

**MAIN DUTIES AND RESPONSIBILITIES**

This job description is not intended to be a full account of all aspects of the post. A flexible approach to the duties and responsibilities outlined below is required:

* To develop a deep knowledge of and maintain existing financial accounting systems and ensure the efficient and effective processing of all accounting transactions
* To produce timely and accurate accounting information to facilitate effective control of College operations and to satisfy information needs of external funding bodies and other stakeholders
* To work closely with project teams to ensure that project and restricted funding is expended appropriately and properly accounted for
* To produce regular reports measuring actual performance against budget and to report variances to budget holders, line managers and the College Management Team
* To participate in the continuous development of integrated computerised management information systems
* To assist in the development of costing information and performance indicators to aid management decision making
* To liaise with external bodies such HMRC, Teachers Pension Agency, Local Government Pension Scheme, Insurers, Bankers and Auditors in respect of financial, accounting and other matters ensuring accurate, timely completion and submission of all relevant returns
* To optimise the College cash flow
* To keep under review and suggest, as necessary, updated financial regulations and procedures ensuring that the College’s internal control systems remain fit for purpose, meeting legal and audit requirements and enabling the College to obtain best value for money from its operations
* To produce annual accounts that will show a true and fair view of College affairs ensuring compliance with all accounting and legislative requirements
* To oversee and support the work of the staff employed within the Finance department and promote effective working relationships between this team and others working in the College

**Other Duties**

* To make sure that all staff reporting to you are made fully aware of relevant health and safety issues and that College policy is properly adhered to
* To participate in ongoing personal development as a member of the Operational Management Team
* Participate in the College’s appraisal system

# Health and Safety

* To ensure that you are fully aware of relevant health and safety issues, and that College policies are adhered to and implemented.
* To ensure that all staff reporting to you are aware of and adhere to health and safety policies and procedures

**Safeguarding**

* To become trained to the relevant level in safeguarding, child protection and the Prevent Duty and Agenda
* To ensure that staff are fully aware of their safeguarding, child protection and Prevent Duty responsibilities and that relevant College’s policies is adhered to
* To take responsibility for safeguarding and Prevent arrangements and contribute to the College’s safeguarding and child protection ethos ensuring that incidents are reported as required
* To ensure that staff are trained in safeguarding, child protection and the Prevent Duty and are aware of their own responsibilities
* To maintain a safe environment where students and staff feel safe and are aware of safeguarding policies and procedures

**Equality and Diversity**

* To become trained to the relevant level in equality and diversity and the Equality Duty
* To ensure that staff are fully aware of their equality and diversity responsibilities and that relevant College policies are adhered to
* To take responsibility for equality and diversity arrangements and contribute to the College’s equality and diversity ethos ensuring that incidents are reported as required.
* To ensure that staff are trained in Equality and Diversity Duty and are aware of their own responsibilities.
* To maintain a non-discriminatory environment where students and staff feel safe and are aware of relevant policies and procedures.

# PERSON SPECIFICATION

# Qualifications

## Essential

* Fully qualified accountant

## Desirable

* A degree or equivalent

# Work Experience/Knowledge

## Essential

* Proven experience in financial and management accounting fields

## A good working knowledge of current accounting and audit practice and regulations

## Ability to produce final accounts

## Ability to interpret and present meaningful financial information to non-accountants

## Excellent skills in MS Office 365, particularly working in Excel

## Desirable

* Experience in staff management and supervision
* Experience of working in further education or a related sector

# Personal Qualities

## Essential

* A strong commitment to the success of the College
* The resolve to play a key role in the maintenance of the College’s financial stability
* Good written and oral communication skills
* Good organisational and administrative skills
* A competency to work with computer technologies
* The ability to work and achieve results under pressure
* The ability to work effectively as a key member of a team and abide by majority decisions
* A commitment to adhere to all College policies and procedures
* The ability to inspire and motivate others to succeed
* Good people management skills, including the ability and willingness to congratulate and reward success and confront and resolve poor performance or misconduct

**For an informal discussion about the post, please contact the Clare Perez on**

**01432 365341**