

## **Job Description**

### **Finance Lead - College**

We are looking to recruit a Finance lead for the College. The post holder will report directly to the Director of Finance and will be responsible for managing the finances for the College centres, developing, and maintaining a high-quality internal reporting service alongside designing efficient systems and processes to report, ensuring accuracy of financial management information and internal controls. In addition, the role will be key in supporting the Principal and College leadership team with FE/SEND Funding streams and LA costing development.

Strong communication skills, robust knowledge of policy, good planning and strong influencing skills will be of critical importance in driving forward the departmental objectives. Beyond ensuring the smooth-running operational effectiveness and service delivery, the role requires the post-holder to be intuitive, resilient, financially astute, problem solving and energetic.

The Finance Lead for the College will be sufficiently flexible to deal with the range of challenges, responding quickly, effectively with creative innovative solutions which remain coherent with our core values and will work closely with Principals, Directors, Heads of Service and will form part of the Senior Finance Management Team.

The post-holder may deputise for the Director of Finance or CFO if required.

### **Duties and Responsibilities**

The post-holder will be responsible for:-

1. Lead, manage and support the College finance team including production and review of management accounts for the College centres on a monthly basis to agreed deadlines.
2. Monitor processes in the team to ensure that particular attention is paid to student numbers, income, HR and staffing resources, to problem solve where there are budget variances, that HR database provides accurate financial information and that the team support budget management through meetings with the relevant Regional leads.
3. To oversee and advise the Director of Finance where there are concerns or any issues raised in relation to Scopes of Service agreements.
4. To maintain an expert up to date knowledge of relevant funding policies and regulations for funding streams relevant to both the College, to include but not limited to: High Needs/SEND funding, 16-19 funding, Apprenticeship, Traineeships and Adult Education Budget (AEB),
5. To prepare five-year forecast, additional modelling and budgets, working with the finance team to prepare the packs for discussion with Director of Finance to required timeframes.
6. Ensure funding information is compliant, recorded, reported and reconciled, maximised and up to date in the College accounts.
7. Oversee liaison with other finance teams to ensure key accounts are reconciled and issues within purchases, sales and banking ledgers are managed.
8. Review balance sheet reconciliations and bring any concerns to the Director of Finance.
9. Review and sign off all standard journals and collate for audit purposes.

10. To assist in treasury management, working with the management accountants to identify level of short-terms funds available to place on deposit across all hub bank accounts.
11. To manage and oversee the Agency Flash report and investigate and resolve with the finance team and college centres any variances.
12. To attend monthly risk and review meetings to discuss key risks and financial position of each centre with members of ESLT.
13. To assist in ensuring the Financial Regulations manual is updated regularly, is being adhered to and any financial risks identified and reported effectively to Director of Finance/CFO
14. Meet with Committee Finance Portfolio holders termly to share financial health position if required.
15. To run appropriate training sessions to finance teams, Service Directors and Office Managers across the Family as appropriate.
16. To be one of the bank signatories on the Lloyds Bank accounts for the College and actively reduce potential fraud and risk. This includes approving BACs and faster payments across all bank accounts in accordance with the financial regulation's manual.
17. Work collaboratively with the MIS team for the College and other colleagues to ensure all funding returns are timely and accurate and attract the maximum entitlement of income.
18. Prepare costings, estimates and calculations as required, presenting findings in an appropriate format and provide advice and guidance to management thereon.
19. To attend where required relevant Funding Body meetings and other Local Authority meetings where funding activity impacts on OHC learners or delivery models; build strong, collaborative and positive relationships across multiple authorities and agencies.
20. Participate and drive negotiations with support from the CFO/Director of Finance with commissioners to secure appropriate, fair funding levels for all OHC learners.
21. Manage and support the team to ensure the team are able to respond to changing workloads throughout the academic year and deliver business objectives, including annual appraisal cycle and regular performance management.
22. To be responsible for overseeing bursary funds management, ensuring all funds available are distributed to pupils and students effectively,
23. To coordinate SLA's and work with Director of Finance to ensure all income is complete and cross charged/invoiced as necessary and all services are delivered and quality assured.
24. To also consider value for money assessments.

### **General Duties**

25. To carry out ad hoc projects as required by Executive Senior Leadership Team.
26. To maintain information in a confidential manner, following data protection regulations and internal guidelines on confidentiality.
27. To undertake Continuing Professional Development (CPD) and training to update own skills and knowledge.
28. To carry out all duties in accordance with OHC&AT policies, including the Equality and Diversity Policy, Child Protection and Safeguarding policies and Health and Safety Policy.