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| **Job Title:**  Director of Finance  **Reporting to:**  Chief Finance Officer (CFO)  **Base**: Ilkeston Campus, with attendance at other college campuses in accordance with business needs |
| **Hours:** 37 hours per week, 52 weeks per year  **Contract Type:** Support Management  **Holidays:** 35 days per year; plus 6 College closure days per year where applicable and 8 statutory days  **Salary:**  £77,532 per annum |
| **Job Purpose**  To lead, mentor and develop the finance & procurement function, foster a culture of continuous improvement and high performance.  Accountable for effective management, reporting and control of the Group’s financial operations.  Deliver excellent customer service and positive relationships with employees, students and stakeholders. Oversee all financial policies, systems and procedures, ensuring compliance with regulations. |
| **Key Responsibilities**  •Effectively lead, manage and develop the Finance team, including Management Accounts; Financial Accounting; Systems; and Transactional teams for the Group  •Ensure effective financial support is provided to the College’s Faculties and Support functions and to assist them in delivering their business and financial objectives  •Responsible for the production & presentation of financial reporting for the Group including monthly management accounts, Corporation and Committee reports, DfE/ESFA reporting, subsidiary accounts and statutory annual accounts in accordance with sector best practice and guidance.  •Manage the Treasury Management operations (including producing cash flow forecast and loan covenants schedules) in an efficient manner, including the College’s banking requirements  •Ensure the Balance Sheets Control accounts are reconciled on a monthly basis, reviewing and sign off and making appropriate recommendations  •Oversee the annual programme of curriculum planning and budgeting processes and work with budget holders to set and agree realistic and achievable budgets, ensuring a continual focus on value for money  •Recommend robust financial policies, procedures and regulations in order to minimise risk and ensure that College finances are effectively controlled  •Ensure compliance with regulatory bodies, maintain the Finance risk register and report to Audit Committee on matters relating to counter fraud, regularity and internal controls.  •Responsible for the management of payroll ensuring payroll is prepared, reconciled, authorised and posted correctly and efficiently each period providing support when necessary  •Management of Procurement Lead ensuring best value and compliance to Finance Regulations and public sector procurement rules  •Ensure financial presentations, reports and information are made as appropriate to all college teams as well as providing training, support and advice  •Co-ordinate and lead working groups to assess financial appraisals, opportunities or financial recovery plans as appropriate  •Lead on and manage the relationship with the internal and external auditors  •Manage the College’s taxation affairs in an efficient manner including the preparation and submission of the Corporation Tax and VAT returns  •Responsible for capital monitoring, including project reporting, supporting capital bids and capital grant returns  •Identify any new and relevant financial legislation or developments and establish systems for communicating this to staff  •Recommend improvements to systems and structures, embedding a culture of continuous improvement across the team.  **Management responsibilities**  •Be responsible for implementing and monitoring College and individual department policies/procedures to ensure the health, safety and welfare of all persons within your area of control.  •Ensure that all persons within your area of control are provided with appropriate information, instruction, training and supervision so as not to compromise their health, safety or well-being.  •Responsible for the planning and utilisation of the resources required for your area including the people, physical space, equipment and materials required  •Responsible for monitoring and improving the quality of all aspects of the work within your area, identifying and building on good practice within your team.  •Responsible for your own continuous professional development ensuring that your skills, knowledge and practice are current and future focused and that you stay abreast of key policy and legal changes  **In carrying out your duties, ensuring that**  • Proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection.  •You are a role model for and actively promote the College’s values – *Optimistic; Inclusive; Healthy; Innovative; and Collaborative.*  •You model the highest professional standards in all aspects of this role including providing a professional customer service to internal and external customers. |
| **Person Specification** |
| **Competencies**  **Essential**   * Leading and inspiring a team with a focus on customer service and continuous improvement * Adept at building and maintaining strong and collaborative working relationships with a range of internal and external stakeholders * Strong technical accounting and analytical skills. with the ability to interpret complex financial data and provide clear, actionable insight. * Excellent IT skills and strong understanding of financial systems and financial reporting processes * Strong communication skills both verbally and in writing, and through presentations including providing information to non-financial managers and employees * Ability to manage multiple priorities and work under pressure to achieve tight deadlines * Able to work in a self-directed way with high levels of personal drive and flexibility   **Desirables**   * Use and development of accounting policies, systems and processes * Project Management of implementation of financial systems |
| **Knowledge & Experience**  **Essential**   * Significant experience of leading a finance team for a complex organisation, ideally education or public sector * Production of management accounts and year end financial statements * Experience of leading on financial audits and working with auditors * Treasury and cashflow management including banking relationships * Proven experience of strategic financial planning, budgeting and forecasting * Working knowledge of accountancy procedures and processes and application of accounting standards * Subsidiary accounting and companies house requirements * Technical accountancy knowledge – VAT, pensions, SORP   **Desirable**   * Experience in the further education sector including knowledge and understanding of UK FE/HE funding methodologies and statutory requirements * Procurement management experience |
| **Qualifications**  **Essential**   * Fully qualified CCAB accountant or equivalent * Level 2 English * Level 2 Maths   **Desirable:**   * Management qualification * Level 2 IT qualification |