

## JOB DESCRIPTION

<b>POST:</b>	<b>Head of Finance</b>
<b>RESPONSIBLE TO:</b>	<b>Finance Director</b>
<b>RESPONSIBLE FOR:</b>	<b>Finance Team</b>
<b>GRADE:</b>	<b>Pay band 14</b>

### 1. **Objective and purpose of the job**

To lead the finance function of Abingdon and Witney College, ensuring financial services are provided efficiently and effectively across all sites in line with College policies and financial regulations. To maintain the integrity of all management and statutory accounting, whilst streamlining the financial processes.

### 2. **Line management responsibilities**

Reporting to the Finance Director, with responsibility for the Finance Team.

### 3. **Main responsibilities and main duties of the post:**

- strong leadership and development of the finance team;
- development of a departmental strategy to support the overarching college strategy;
- production and submission of annual financial accounts in accordance with the Funding Body financial memorandum, accounts direction and other requirements, including external audit;
- ensuring that the regulatory requirements of all statutory bodies relating to the finance function are met and that there is compliance with legislation such as the Bribery Act;
- preparation of annual College financial plans, budgets and mid-year revisions, including creation of overall budget reports and preparing commentary. Specific responsibility for non-pay expenditure and minor capital; and working with the Finance Director on income and payroll expenditure. Ensuring all plans are filed with ESFA by due date;
- supporting budget holders in the setting up, maintenance and monitoring of their budgets;
- production of monthly management accounts including relevant commentaries, cash flow reports, financial statistics, returns and other management reports for both external and internal users, including the governing body;
- working with budget holders to help them understand the financial performance of their business area and continually look at how reporting can be improved;
- ensuring the purchase order processing and invoice approval system works effectively;
- managing the payment of suppliers in line with college policy;
- managing the collection of debt from students and 3<sup>rd</sup> parties in line with college policy;

- liaison with internal and external auditors, monitoring and reviewing of internal and external audit plans to ensure management actions are being taken;
- management of third party financial products the College uses (e.g. Wisepay, Lloyds Purchasing Cards, and continually looking at opportunities to streamline financial processes further;
- attending and making presentations at management & governor meetings.

### **Other Duties Applicable To All Staff Working At Abingdon and Witney College**

- Take personal responsibility at all times for ensuring the welfare of students, apprentices and visitors by ensuring their access to the support, services and resources available. It is expected that all members of staff will play a part in ensuring that all students are safe, happy and complete their programmes successfully.
- Comply with College procedures in relation to Safeguarding and the Prevent agenda.
- Participating in a programme of personal development.
- Keeping abreast of developments in your area.
- Adhering to the Health and Safety policies and procedures in force within the College, with particular regard to your own safety and that of other people using the College.
- Adopting high standards of customer service.
- Staff must abide by any College policies in relation to dealings with staff and students, e.g. communications, equal opportunities and employment policy.

As a term of your employment you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, at any of the College sites.

The College reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

## PERSON SPECIFICATION

### **It is essential that the person appointed:**

- has a full accounting qualification, with a strong track record of performance;
- has proven people management skills, with experience of successful line management;
- has experience of producing management accounts and statutory annual accounts to audit;
- is able to devise and monitor secure systems of financial control;
- has excellent computing skills and has used a variety of financial information systems, and can demonstrate improvements in the processing and reporting of data;
- has excellent communications skills, both oral and written;
- has a track record of process improvement of financial systems;
- is able to demonstrate a good sense of prioritisation, manage their own time, work under pressure and resolve conflicting deadlines;
- has the skills and flexibility to work with external organisations, College staff and client groups;
- is enthusiastic, flexible and committed to the tasks;
- has a commitment to safe working and to the promotion of equal opportunities.

### **It is desirable that the person appointed:**

- has experience in the further education sector;
- has use of a car.

## CONDITIONS OF SERVICE

<b>Salary</b>	Pay band 14
<b>Hours</b>	37 hours per week
<b>Holidays</b>	24 days rising to 29 days after 5 years service
<b>Payment</b>	Monthly payments through the bank credit scheme
<b>DBS</b>	All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the Disclosure and Barring Service Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of Disclosure and Barring Service (DBS) Disclosures and Disclosure Information' are available on request.
<b>Pension</b>	Employees will automatically be entered into the Local Government Pension Scheme unless they opt out. Details can be obtained from the College on appointment.

These details are for broad information only and must not be taken as a complete or authoritative statement. They do not constitute a full contract of employment.

**SAFEGUARDING AND PREVENT** - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

**EQUAL OPPORTUNITIES** - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job- related criteria.



**Abingdon and Witney College is committed to good practice in employing people with disabilities. To this end the College will:**

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- Ask disabled employees at least once a year what can be done to be sure that they can develop and use their abilities at work.
- Make every effort when employees become disabled to make sure they stay in employment.
- Make sure key employees develop the awareness of disability needed to make this commitment work.
- Review these commitments annually.