RUNSHAW COLLEGE

APPOINTMENT OF FINANCE MANAGER – REF 230389R2

Runshaw College has long been recognised as one of the most successful colleges in the country, renowned locally and nationally for our exceptional results, friendly and supportive culture and focus on putting the student at the heart of all that we do.

Our shared vision provides the focus for our work: to be a Great Place to Study, a Great Place to Work, and a Great Place for Partnerships and the Community. Please see the Strategic Plan on the college website, for full details of our vision and objectives.

Are you recently qualified and looking forward to the next step in your career, or, are you looking for a role in finance where you can really make a difference and influence future generations. If so, then this role is for you!

Runshaw College is one of the most successful colleges in the country, renowned locally and nationally for our outstanding results, friendly and supportive culture and focus on putting the student at the heart of all that we do.

We value our staff and students highly, and invest heavily in their development, support and wellbeing. Situated in Leyland, Lancashire, the College is near the M6, M61 and M65 and within commuting distance of Manchester, Liverpool and the Lake District

The College places great importance in ensuring effective leadership and management of Finance. We practice ethical and prudent financial management to ensure integrity, so that we can retain strong financial health and the stability to invest in inspiring facilities and innovative education for all learners.

As Finance Manager, you will be responsible for the provision of accurate and relevant financial information and reports necessary to ensure the achievement of the College objectives.

You will lead and manage a team of 7, including an ACCA part qualified assistant accountant and an AAT qualified team leader, covering the following key functions:

- Procurement, purchasing invoices and payments
- Sales invoicing and income recognition
- Treasury management, cashbook and banking
- General ledger, fixed assets and chart of accounts management

You will be a Qualified Accountant (ACA / ACCA / CIMA) with a background in Practice or Industry. Previous experience within the education sector is not essential as appropriate sector training will be given.

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As an individual you will be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Runshaw College is proud to be a great place to work. Our main Leyland campus is home to over 5000 learners and 650 staff. Our staff community is thriving; we respect the diverse experiences of all individuals, who support each other towards shared goals through effective teamwork and collaboration. We value our staff and students highly, and invest heavily in their development, support and wellbeing. Situated in Leyland, Lancashire, the College is near the M6, M61 and M65 and within commuting distance of Manchester, Liverpool and the Lake District.

Runshaw College is at an exciting stage in its development. We are making significant and rapid improvements following our Ofsted inspection in March 2022 (graded "Good" for Overall Effectiveness) and are on a short journey to achieve an "Outstanding" grade for all provision types, once again. We have every reason to be confident about our future. As a Beacon College with exceptional financial management, we have invested heavily to ensure that we have the facilities that both our current and future students deserve whilst maintaining secure financial health.

We seek to recruit someone who shares our college values which inspire us all in our everyday work. When we created them, we all had a voice in shaping our values and we're proud of what we came up with together; Dedication, Enjoyment, Excellence and Respect. Our values are important to us all and drive everything that we do and believe.

Whether you're looking for professional development, career progression opportunities, staff benefits or simply want to work for a highly successful organisation, Runshaw College is the place for you. We look forward to receiving your application.

Janet Ivill
Vice Principal, Finance & Facilities
ivill.j@runshaw.ac.uk

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JOB DESCRIPTION

JOB TITLE: Finance Manager – Ref 230389R2

UPDATED: May 2023

RESPONSIBLE TO: Vice Principal, Finance & Facilities

The description of key duties is a guide to the work that you will initially be required to undertake. They may be changed from time to time to meet changing circumstances and are reviewed in the Appraisal Process.

	KEY DUTIES
Role Specific **Financial management, control & reporting**	• Ensure the provision of accurate and relevant financial information and reports necessary to ensure achievement of the College's objectives • Ensure all financial policies, regulations and procedures operate efficiently and effectively, are adequately documented and updated. • Advise on the selection of accounting software and lead the implementation of new accounting systems. • Liaise with appropriate personnel from funding bodies, bankers, auditors, tax advisers, software houses, insurers, pension providers and other key suppliers, on behalf of the College. • Carry out reviews of suppliers, procurement and tendering processes to ensure cost value for money and sustainable purchasing. • Prepare timely and accurate monthly management accounts, financial forecasts, annual accounts for audit, budgets and business plans. • Ensure the operation of effective balance sheet controls, timely completion of reconciliations and investigation and resolution of queries. • Ensure timely completion of ESFA financial returns (including the annual Finance Record and College Financial Forecasting Return).

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	• Oversee the College's treasury policy, cashflow reporting and cash deposits. • Be responsible for bids and project co-ordination, as appropriate and relevant to the College's Strategic Plan and corporate objectives. • Provide advice and guidance on financial issues to colleagues in other departments, including HR and Payroll and Sales and Recruitment teams. • Attend and contribute to College Management, Finance and Audit Committee meetings.
Management of Staff	• Effectively lead, manage and develop the staff you line manage • Ensure staff you line manage are deployed effectively • Deploy the agreed HR Procedures in the management of staff. • Be responsible for Performance Management of those staff you directly line manage including their training, coaching and development. • Ensure Professional Development strategies are formulated and effectively implemented. • Lead a College culture which has high standards and in which staff feel empowered and recognised.
Management of Resources	• Maximise and ensure appropriate use of management information to meet College requirements. • Manage College budgets and capital plans effectively to achieve best value. Ensure that they are regularly monitored and relevant business plans are achieved in line with budgets. • Advise and report on College procurement strategies.

Student Responsibilities	• Manage the behaviour of students. • Ensure that the individual needs of students are met and that they are fully supported to meet their potential. • Develop and maintain the College ethos of scholarship, high expectations, mutual support and care for students. • Be responsible for safeguarding and promoting the health and welfare of children, young people and vulnerable adults.
Quality	• Be actively involved in the College's continuous improvement culture. • Ensure that agreed Performance Management Indicators are met. • Implement the College's quality management framework across all areas of responsibility. • Manage the effective operation of Continuous Improvement Teams (CITs) in areas of responsibility.
College Responsibilities	• Participate in Performance Management and Professional Development activities as required. • Promote the best image, reputation and interests of the College at all times and in all circumstances • Celebrate diversity, promote equal opportunities and seek to eliminate differences in the recruitment and attainment of any identified groups. • Engage in cross college events and marketing activities, where appropriate • Work within health and safety guidelines and be aware of your responsibilities for health and safety. • Adhere to College policies and procedures, including Data Protection.

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PERSON SPECIFICATION

CRITERIA	ESSENTIAL or DESIRABLE	ASSESSED BY
QUALIFICATIONS AND ATTAINMENTS		
GCSE Maths and English Grade A*/9 – C/4 or equivalent	**E**	Application form
Degree	**D**	Application form
Professional accountancy qualification (CIMA/ACCA/ACA)	**E**	Application form
Management qualification	**D**	Application form
TRAINING, EXPERIENCE AND KNOWLEDGE		
Previous experience in a similar roles and/or a similar environment.	**D**	Application form/ Interview
Proven experience of direct line management or team leadership, including coaching and development of team members.	**E**	Application form/ Interview
Advanced user of Excel spreadsheets and similar packages	**E**	Application form/ Exercise
Ability to communicate financial issues to non-finance staff effectively	**E**	Application form/ Interview
Knowledge of general accounting principles and experience in the preparation and interpretation of financial and management accounts	**E**	Application form/ Exercise/ Interview
Knowledge and/or experience of Payroll systems and Pensions regulations	**D**	Application form/ Interview

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Experience of report development from within a computerised accounting package	**D**	Application form/ Interview
Understanding and appreciation of sustainable finance strategies	**D**	Application form/ Interview
PERSONAL SKILLS AND ATTITUDES		
Display initiative, be positive and friendly	**E**	Interview
Demonstrate a commitment to equal opportunities, customer care and quality assurance	**E**	Interview
Be industrious, enthusiastic and innovative with a capacity to initiate developments and see them through to completion	**E**	Interview
Possess excellent verbal and written communication skills	**E**	Interview
Possess high standards, be conscientious and have excellent organisational skills, being able to prioritise workloads and meet deadlines	**E**	Interview
Be a team player	**E**	Interview
Demonstrate a commitment to the process of continuous review and improvement	**E**	Interview
Be able to inspire, enthuse and motivate staff	**E**	Interview
Demonstrate good people management skills	**E**	Interview
Suitable to work with children, young people and vulnerable adults	**E**	Interview/ Employment Checks

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SUMMARY OF MAIN TERMS AND CONDITIONS

SALARY	£50,232 - £54,600 p.a. (pro-rata for part time posts), dependent upon qualifications and competencies.
WORKING HOURS	37 hours although part time/compressed hours may be available.
CONTRACT TERM	Permanent
PENSION SCHEME	Local Government Pension Scheme. Visit: Home :: LGPS (lgpsmember.org)
HOLIDAYS	35 days per annum plus up to 5 closure days and bank holidays (pro-rata for part-time).
SAFEGUARDING	The successful applicant will require a DBS (Disclosure and Barring Service) Certificate. All applications are dealt with in accordance with the DBS's Code of Practice and the College's Policies on the Recruitment of Ex-Offenders and on The Secure Handling and Use of DBS Certificates. Visit www.gov.uk/government/publications/dbs-code-of-practice for a copy of the Code of Practice. Copies of the College policies are available on the College's website at www.runshaw.ac.uk The DBS offers a confidential checking service for transgender applicants, giving the choice not to have any gender or name information disclosed on their DBS certificate that could reveal their previous gender identity. Contact the sensitive applications team by telephoning 0300 1061452 or emailing sensitive@dbs.gov.uk.
HEALTH	Appointments are subject to satisfactory health clearance. You will be required to complete a Health Questionnaire and may be asked to attend a medical.
PROBATION PERIOD	This post is subject to the successful completion of a 12-month probation period

Deadline for receipt of application forms is 9th June 2023

Interviews will be held on 19th June 2023

Approved: Janet Ivill Date: 1st March 2023

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Benefits of working for us

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One of our key strategic objectives is to be a 'great place to work' and we are always looking for new ways to do this. We provide an excellent reward and benefits package, along with extensive opportunities for ongoing professional development which all members of the college community can enjoy. Here is a full list of what is currently available.

Work Life Balance

Annual Leave:

- Generous annual leave entitlement (thirty-seven days for teaching staff, thirty-five days for management staff and up to twenty-five days for support staff). This entitlement is in addition to the normal eight annual bank holidays, with an extra five days or more allocated for the Christmas closure. Entitlement is pro-rata for part-time staff.
- The opportunity, as part of the 'HolidayPlus Scheme', to purchase up to 10 days' additional and unpaid leave in the leave year (subject to line manager approval).

Family Friendly:

- A range of policies to assist staff in working flexibly to ensure a good work life balance and to support their wellbeing which includes Special Leave, Career Break and Flexible Working (role dependent).
- Enhanced occupational maternity, adoption and paternity pay.
- Proud to be an employer who is committed to and 'Happy to Talk Flexible Working'.
- 30% discount off FUNDA children's holiday club which provides on-site Ofsted approved childcare.

Professional Development

- A structured induction programme that covers important aspects such as Safeguarding, Equality & Diversity and Health & Safety.
- A comprehensive professional development programme which includes in-house provision as well as externally organised events.
- Opportunities for professional updating and keeping abreast of new teaching, learning, assessment and support strategies.
- Entitlement to £100 each year to spend on a Runshaw College course for training and development, which is in addition to work-related training required for the role.
- A special programme of support for teachers new to the profession, which includes induction and additional support from the College's Advanced Practitioners.
- Opportunity for teaching staff to achieve QTLS (Qualified Teacher Learning and Skills) status which is the badge of professionalism for the Further Education and Training sector, helping teachers advance in their careers and demonstrate their expertise and experience.
- Themed College Improvement Days with dedicated time for development activities.
- Extensive range of staff enrichment activities such as pottery, language, yoga and singing.

Rewards and Perks

- Access to great discounts and cash back at major retailers, entertainment, travel, leisure and eating out at //runshawrewards.co.uk and //discountsforteachers.co.uk
- College supplied Microsoft Office Licence, and Anti-Virus including for home use on personal devices whilst employed by the College.
- A range of staff social events such as quiz nights, staff trips and team building events.
- Access to a college laptop, which an also be used for a reasonable amount of personal use.

Financial

Occupational Sick Pay:

- A generous sick pay scheme, providing staff with up to 26 weeks at full pay, with a further 26 weeks at half pay, depending on length of service.

Pensions:

- Membership of a career average defined pension scheme, either:
  - Local Government Pension with College contributions of up to 17.60% of your salary into your pension pot
  - Teachers' Pension Scheme with College contributions of up to 23.68% of your salary into your pension pot
- Tax relief on the contributions paid.
- Ill-health retirement benefits if seriously ill and unable to work.
- Financial security, with immediate life cover and a

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pension for your spouse, civil partner or eligible cohabiting partner and eligible children in the event of death in service.
- Flexibility to pay more or less contributions.
- Flexible retirement options with the freedom to choose when to take your pension between age 55 and 75 years.
- Further information about both pension schemes along with the significant benefits of being a member, is available at: **//yourpensionservice.org.uk //teacherspensions.co.uk**

Pay and Progression

- Salary scales which are among the best in the post-16 sector.
- Opportunities for pay progression under the College's Pay Principles, plus cost of living increases (this is considered on an annual basis).

Recognition and Celebrations

- A Long Service Award for staff who have achieved 15 years' service, and then each subsequent 5 years, of continuous employment with the College. This is presented in the form of a gift voucher
- Team Excellence and Staff Excellence Awards to recognise the good work of individuals and teams.
- Recognition fund for each team to purchase small gifts and rewards.
- Opportunity to be involved in and celebrate a calendar of religious festivals and events.

Health & Wellbeing

Counselling Service:
- Access to a free, independent and confidential 24/7 telephone counselling service to support employees through crisis or persistent work or personal issues.
- Face to face counselling and 'supervision'.

Employee Assistance Programme:
- Help with issues that could affect your life inside or outside of work for you and your family including access to highly experienced and professionally trained advisors offering debt, health and legal advice.
- Free webinars on a range of topical health and wellbeing issues.
- Access to an extensive range of health and wellbeing resources.

Health:
- Access to a 24/7, 365 days-a-year GP consultation service who can provide expert medical advice for staff and immediate family, including issuing private fit notes.
- Cycle to Work Scheme which promotes cycling through tax incentives which provide great savings across a range of bikes, clothing and accessories.
- Free on-site flu vaccination providing good seasonal protection against all strains of flu.
- Access to healthcare treatment through a BHSF Cash Plan, claiming cash reimbursement towards the cost of your everyday healthcare including optical and dental bills, therapy treatments, diagnostic health consultations and health screening.
- Support from College Mental Health First Aiders.
- Access to on-site health and wellbeing screening and support including podiatry, physiotherapy, hearing tests and health checks.
- Positive about support for staff with mental health, with Mental Health Champions and being a 'Mindful Employer'.
- Provision for identified 'users', under the Health and Safety Display Screen Equipment Regulations, with reimbursement for regular eye tests and a contribution towards the provision of spectacles for DSE use.

On-site Facilities

- Free car parking.
- An extensive range of catering facilities on site including Starbucks Coffee.
- Free use of the college gym.
- Access to Contemplation and Faith facilities.
- Outstanding library facilities for staff and students to use.
- Dedicated Staff Lounge and well-equipped workrooms
- Beautiful campus, which Is full of wildlife!

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