



POST	Finance Analyst
GRADE	Scale PO2
SALARY	£32,559 - £35,232 per annum inclusive of London Weighting
HOURS	36 per week
RESPONSIBLE TO	Finance Manager

THE DEPARTMENT

The Finance department provides effective, professional financial services and advice in support of the financial Corporate Objectives of RuTC.

The department is responsible for the complete range of duties associated with a FE College finance department. These include the treasury, accounting, financial management and budgetary functions including the following services:

- Income (including cashier and fees collection)
- Payments
- Payroll and Pension reconciliations and year end returns
- VAT and Corporation Tax
- Statutory Financial Accounting
- Management Accounting

JOB PURPOSE

The postholder will manage the Finance services function. The Department is divided into three teams responsible for:

- Accounting and Budgeting (Production of Accounts, Capital and Revenue Budgets, Management Accounts and other budget monitoring reports, Treasury Management)
- Financial Services (Purchase Ledger, Sales Ledger, Cashier, Insurance, Taxation)
- Campus redevelopment project

The post holder will be responsible for generating reports from the BluQube (Symmetry) accounting system, act as system supervisor and assist in the capital budget monitoring and production of the management accounts and annual financial accounts. In addition, the post holder may provide day to day supervision of and cover for the Finance Assistant and Finance Apprentice.

MAIN DUTIES AND RESPONSIBILITIES

The following tasks should be performed, for both the college and any subsidiary companies, on a timely basis, usually working to tight deadlines:

Symmetry Accounts System:

- On a day-to-day basis, act as the system manager for the accounting system used in the Finance office. Dealing with general systems queries from users and liaising with the BluQube helpdesk and issuing system passwords.
- Design and run various reports from the accounting system, as required by the Finance Manager/Director of Finance, Planning & Funding.

Management Accounting/Revenue Budget Monitoring:

- Produce the monthly cost centre reports for use in monitoring individual college budgets and producing the overall management accounts.
- Assist with improving the systems of budgetary control for cost centres throughout the college. This may include the need to produce various monthly reports using information held on the Symmetry Accounts system.
- Assist the Finance Manager in the production of the monthly management accounts as required. On a regular monthly basis this will include posting and reconciling all payroll entries and preparing and posting the depreciation entries. Monitor payroll costs against estimates.
- Work with and advise budget managers in managing, monitoring and reporting on financial performance; providing financial forecasts, including unit costing data and savings/efficiency analyses.
- Prepare annual revenue and capital estimates, in consultation with departmental budget managers, in compliance with corporate procedures, timescales and financial regulations.
- Work with Curriculum Directors and their managers to enable support required with devolved budgets.
- Set up and promotion of the Activity Costing module of Symmetry, to assist Curriculum Directors and Managers, to look up information at course level from the finance system
- Initiate and promote the effectiveness of services, systems and processes, recommending improvements to performance and best value for stakeholders and customers.
- Ensure the effective development and provision of high quality financial information, advice and training to budget managers.

Financial Accounting:

- Assist the Finance Manager in the production of the annual financial accounts for the College and its subsidiary companies.
- At year end, assist with the college's external auditors on the audit of the financial accounts.
- Assist in the preparation of main funding body grant claim forms and other financial and statistical returns as required during the year.
- Assist in analysis and allocation of main funding body and other grants received.

Capital Budget Monitoring:

- Assist in preparation of capital budget
- Prepare monthly reports on capital spending, compared to the annual budget. Reports to include a summary of the complete capital budget and individual project reports as required.
- At year end, determine degree of completion of capital projects in progress and process accruals as required.

Other Tasks:

- Establish, develop and maintain effective working relationships with internal and external customers, stakeholders and partners.

- Carry out any other duties, as required by the Finance Manager or Director of Finance, Planning & Funding.
- Meetings and liaison with other staff within the college, the college's internal and external auditors and others as necessary.

GENERAL DUTIES

- To participate fully in staff reviews according to the College requirements and undertake training as required.
- To keep up-to-date with Quality Improvement initiatives and to be aware of, and meet, service standards for the department.
- To propose any ideas that may help to promote and extend the College's reputation and efficient running of the College.
- To undertake all duties and responsibilities in accordance with College policies inclusive of Equal Opportunities, Data Protection, Child and Vulnerable Adult protection, Quality and Financial regulations. To report any concerns to the appropriate person.
- To work safely, consider the safety of others and work within the guidelines stated in the College Health and Safety Policy.
- To be available to assist in enrolment procedures, which may require additional hours including evenings and weekends, for example during the Autumn Term.
- To work flexibly, which may include evenings, open days, parents' evenings and possibly weekends.
- To undertake any other duties commensurate with your level of responsibility as may be required by the a member of the College Leadership or Management Team, in order to ensure the efficient functioning of the College.

EXPECTATIONS FOR ALL STAFF

All members of staff at the College are expected to be:

- **Responsive & Adaptive**
Responsive to change, creating new opportunities for meeting new challenges
- **Creative, imaginative and entrepreneurial**
Innovators and commercially aware
- **Collaborative**
Promote 'team-ship' through collaboration and taking pride in their work and the College
- **Passionate professionals**
Role models committed to continually improving themselves and ultimately the experience and success of our students
- **Accountable**
Understand the impact of (and take responsibility for) their actions upon College stakeholders

EXPECTATIONS FOR ALL MANAGERS

Knowledge (a RuTC manager should know:)

- Frameworks, regulations and requirements of the sector and how these relate to their role
- College information systems and how to utilise data
- College/section Strategic Objectives
- College/section strategic plans and how to implement them
- College ethos, mission and values statement
- College policies, procedures and practices
- Equality and Diversity and inclusion policies and codes of practice
- Funding and financial management within sustainability framework
- Strengths and areas for development of the team they manage
- Performance management procedures
- Quality assurance, self assessment procedures and development planning

Skills (a RuTC manager should be able to:)

- Manage their development plan to identify and address any gaps in their knowledge
- Analyse complex situations to formulate actions
- Set clear objectives and targets
- Develop clear action plans and monitor progress
- Effectively communicate and uphold the agreed values
- Ensure compliance with policies and procedures within their team
- Ensure commitment to equality of opportunity
- Present costed plans and proposals within limits of resources
- Manage people effectively and consistently
- Provide support and give feedback
- Implement and monitor and evaluate quality assurance

Behaviours (a RuTC manager should:)

- Prioritise objectives, plan work and lead by example in delivering high quality performance
- Seek to overcome barriers and solve problems
- Contribute to College objectives
- Set demanding, achievable targets and provide feedback and encouragement
- Be a professional role model and expect professionalism from team members
- Demonstrate compliance with policies and procedures
- Demonstrate integrity, inclusivity and respect for diversity
- Comply with financial policies and procedures
- Demonstrate clear leadership fairly and equitably
- Carry out regular appraisals
- Constantly seek to improve performance and achieve success

PERSON SPECIFICATION

The successful candidate will fulfil the following essential requirements, and will also ideally hold the desirable attributes.

The selection process will involve assessments being made on the extent to which applicants meet the criteria listed in the table below.

The methods by which each of the selection criteria are expected to be assessed are identified in the table.

AF = Application Form I = Interview PE = Practical Exercise(s)

Knowledge and Experience	Essential	Expected	Likely to be assessed by
1. Frameworks, regulations and requirements of the FE sector and how these relate to the role		✓	AF/I
2. Commitment to Equality and Diversity, Safeguarding, Health & Safety		✓	AF
3. Demonstrable experience of managing a drive for results and continuous improvement ethos with a focus on customer satisfaction	✓		AF/I
Skills and Abilities			
4. Be competent in prioritising objectives and planning work within a complex environment and be able to work on own initiative as well as an effective member of a team	✓		AF/I
5. Be competent and experienced in the use of computerised financial systems, ERP systems, IT and management information systems (specifically spreadsheet and word processing packages)	✓		AF/I
6. Proven ability to undertake detailed figure work quickly and easily, check information and assumptions	✓		AF
7. Proven ability to apply problem solving skills in a variety of situations	✓		I
8. Have excellent interpersonal skills with the ability to communicate both orally and in writing at all levels and respect confidentiality	✓		I
Qualifications and further professional development			
9. Must be currently studying or qualified to AAT level 4 or, equivalent professional qualification	✓		AF
10. Commitment to own continued professional development	✓		AF

CONDITIONS OF SERVICE

Annual leave entitlement is 29 days per year, rising to 32 days per year after 5 years’ service, plus 3 days for planned closures of the College, and Bank/Public holidays normally observed in England and Wales.

The appointment will be subject to suitable references, medical clearance, enhanced disclosure from the Disclosure and Barring Service (DBS), evidence of eligibility to work in the UK and evidence of qualifications.

All of the above checks must have been completed **before** the start of the employment.

Confirmation of appointment is subject to the satisfactory completion of a ten month probationary period.

This job description/candidate specification is subject to periodic review.