



<b>POST</b>	Financial Controller
<b>DEPARTMENT</b>	Finance
<b>SALARY</b>	£42,837 - £45,621 pa inclusive of London Weighting (scale PO6)
<b>HOURS</b>	36 hours per week
<b>RESPONSIBLE TO</b>	Director of Finance, Planning and Funding

#### **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 Department of the college comprising approximately 6 staff. 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 postholder will be responsible for the day to day management of the Accounting and Budgeting team, responsible for maintenance of the College accountancy system, production of budgetary control and other reports, cash and bank reconciliation and banking. The postholder will also be responsible the production of the management accounts and annual financial statements within the College and the annual revenue budget as well as deputising for the Director of Finance Planning and Funding during periods of absence regarding financial matters.

The role will have two direct line reports, the Finance Manager and the Project Accountant.

#### **MAIN DUTIES AND RESPONSIBILITIES**

- Review, deliver and maintain department service standards and annual self-assessment reviews.
- To ensure the integrity of all Finance systems for banking and recording of income received including cash and bank reconciliations.
- To assist with the effective delivery of the College financial strategy in support of the strategic and operational plans.
- To co-ordinate the coherent planning, evaluation and review of the College annual curriculum plan ensuring that it will deliver and exceed college financial and funding targets.

- To oversee the procurement process for the College ensuring that they are appropriately delivered for the business needs providing value for money.
- To be responsible for compliance of the accountancy, budgeting and bank processes with the College, Skills Funding Agency and statutory regulations.
- To produce the monthly consolidated management accounts including the College subsidiary company, updating cash flow forecasts and a descriptive narrative report with supporting documentation, ready for review by the Director of Finance Planning and Funding.
- To devise and lead on budget setting process taking into account the strategic direction of the College including production of the rolling 3-year financial plan for approval by the Corporation and submission to the Skills Funding Agency.
- To assist the Director of Finance Planning and Funding in the preparation of the annual capital budget for consideration by the Corporation.
- Ensure that reconciliation of payroll information is received from the payroll prior to consolidation with the financial accounts.
- To train, coach and support cost centre managers including assistance drafting budgets, and interpreting regular budgetary control reports.
- To lead on the improvement and delivery of systems for budgetary control throughout the College in consultation with the Director of Finance Planning and Funding.
- Treasury Management as detailed in the scheme of delegation approved by the governing body and the management of the College's bank accounts. The raising of external finance and investment of surpluses will be of increasing strategic significance for the foreseeable future.
- To complete key areas of the Annual Statement of Accounts for the College and its associated companies including liaison with the external auditors.
- To prepare grant claims maintenance of grant files and other records and raising invoices in relation to non mainstream activities.
- To complete financial and statistical returns including the three year plan and the annual finance record ready for review by the Director of Finance Planning and Funding.
- Other duties, including project work, as required by the Director of Finance Planning and Funding.

#### **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 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

All managers within the College are expected to exhibit the following management values and capabilities at an operational level:

**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

**CANDIDATE 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)

<b>Abilities/Skills/Experience/Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>
1. Experience of rolling out system especially ERP system		✓	AF
2. Successful experience at middle management level or of working in a Senior Finance Adviser role.	✓		AF/I
3. Significant and varied work experience of accountancy related work, to include budgeting, budgetary control, closing of accounts and grant claims.	✓		AF/I
4. Have an up to date knowledge of accounting policies and principles and accounting standards.	✓		AF/I
5. Good standard of skills and abilities associated with the use of computerised financial systems.	✓		AF/I
6. Good managerial skills including the ability to plan and prioritise work.	✓		AF/I
7. Professionalism, credibility and authority in managing relationships with a determination and resolve to achieve targeted outcomes using a performance management approach.	✓		I
8. Ability to prioritise objectives, plan work within a complex educational environment and manage a section in delivering high quality performance, including the ability to delegate.	✓		AF/I
9. Excellent team-working skills with a record of working co-operatively to achieve individual and team goals.	✓		I
10. Excellent interpersonal skills and the ability to communicate effectively, both verbally and in writing, with all stakeholders and respect confidentiality.	✓		I / PE

11. Proficient in problem-solving skills in a variety of situations.	✓		I
12. Commitment to continuous improvement and a drive for results.	✓		I
13. Good IT and management information skills and experience.	✓		I
14. High ethical and professional standards	✓		I
15. Highly developed financial reporting and management skills	✓		I
16. Excellent analytical skills and sound judgement	✓		I
17. Have an understanding of Health and Safety regulations and how they would apply to this post.		✓	I
18. Have a knowledge of and commitment to the principles of equality and diversity and the safeguarding of learners.		✓	I
19. Relevant experience (including financial) at a management level within Further Education		✓	I
20. Experience of financial reporting and forecasting	✓		PE
21. Experience of preparation and submission of statutory and regulatory returns	✓		AF/I
22. Experience of working with stakeholders to develop strong financial understanding and empathy across the organisation	✓		AF/I
23. Knowledge of financial regulations and methodologies appropriate to Further and Higher Education	✓		I
<b>Qualifications and further professional development</b>			
24. Evidence of recently undertaken professional development and subsequent practical application and impact		✓	I
25. Qualified Accountant	✓		AF
26. Level 2 English and Maths (or equivalent)	✓		AF

#### **CONDITIONS OF SERVICE**

Annual leave entitlement is 35 days per year 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.