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# Head of Finance

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## External Vacancy

**Post Ref:5980 Full Time. 37 hours per week Permanent. £34,777.25 to £37,996.68 per annum.**

**Attractive benefits for this post include 35 days' holiday per year plus bank holidays and the opportunity to join the Local Government Pension Scheme.**

Reporting to the Director of Finance, this is an opportunity for a high performing, ambitious, qualified and highly skilled Finance professional, who has proven experience in promoting excellence within a Finance team.

This post is for someone who is a natural self-starter, has a desire to create an inspiring and high-performing team culture, to positively impact upon the Finance function. You must be someone with experience in managing a team and be able to demonstrate an ability to promote operational change.

You will manage all employees within the Financial and Management Accounting functions, further developing, implementing and sustaining a high performing, cost effective, customer focussed, professional Finance function across the College. You should demonstrate a high level of commitment and an ability to develop, maintain and support the team in order to realise their potential.

Sunderland College is a Further and Higher Education College based in the City of Sunderland; and one of the largest Colleges in the North-East region. It is a multi- College estate with 4 College campuses. Annually the College delivers education and training to c12,500 students ranging in age from 14-16, 16-18, and 19 years and above. Delivery spans all education routes including GCSEs and A levels, professional and technical education, apprenticeships, higher education and international.

Applicants should be able to demonstrate, in their personal statement, practical examples of how they fulfil the person specification.

Due to the nature of this post you will be required to undertake an Enhanced Disclosure Check.

To find out more about this great opportunity visit [www.sunderlandcollege.ac.uk/vacancies](http://www.sunderlandcollege.ac.uk/vacancies) alternatively email [vacancies@sunderlandcollege.ac.uk](mailto:vacancies@sunderlandcollege.ac.uk) or call 0191 511 6046 to request an application pack.

**All applications must be received by 12 noon on Wednesday 30 May 2018**

We are working towards equal opportunities and welcome applications from all sections of the community. We are committed to PREVENT and safeguarding the welfare of children and vulnerable adults.

## Job Description

*(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).*

Post title	Head of Finance
Post Reference:	5980
Reports to	Director of Finance
Department	Finance
Grade	SCP35-38
Contract	Support Manager
Location	Washington

### ROLE PURPOSE

To lead the finance team in meeting the financial and management accounting requirements of the College, in accordance with accounting principles and funding body requirements. Ensuring that financial targets and objectives are achieved.

Developing a business partnering approach within the College, creating effective working relationships with internal and external stakeholders and contribute to a unified team culture.

Drive and implement the Colleges financial strategy by focusing on budget planning and forecasting, in order to support the delivery of business objectives and drive a high performance culture.

### KEY ACCOUNTABILITIES

1. Act as a member of the Finance leadership team. Lead, develop and manage the financial and management accounting teams, managing the day-to- day running of the department. Creating an inspiring team environment, with an open communication culture.
2. Lead the budgeting, forecasting and planning processes, ensuring completion to set deadlines.
3. Continuous improvement of management information reporting, financial modelling, and analysis work, including preparation and presentation of the monthly budget pack for

review by the Finance Director.

4. Management of all financial month end and year-end processes, in accordance with appropriate accounting standards, ensuring completion to set deadlines.
5. Lead the preparatory work for the year-end accounts, setting and managing timescales, ensuring accuracy of all accruals, pre-payments and accounting notes.
6. Leading on the development of business partnering within the College, ensuring the provision of financial information, assistance, training and advice to budget managers.
7. Ensure fundamental reconciliation's and returns are performed in a timely and accurate manner. Responsible for statutory returns including ONS and VAT returns.
8. Manage complex finance projects cross-functionally.
9. Support the Director in consultation and negotiation with auditors and suppliers. Including deputising in the Directors absence.
10. Accounting for College Subsidiaries/Associates.
11. Management of the financial aspects of enrolment.
12. Providing line management support, training and development of team members.
13. Control of standing information held within the various ledgers of the financial accounting system. Ensuring compliance with all financial regulation and procedures.
14. Lead on effective management of all aspects of College insurance.
15. Any other duties commensurate with grade.

#### 4. GENERAL RESPONSIBILITIES

- To work at any of the College sites on a temporary or indefinite basis.
- To undertake such duties as are reasonably allocated, appropriate to the grade of the post
- To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
- To uphold British Values, the college values and responsibilities with regard to equality and diversity.
- To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation

## Person Specification

Post Title: Head of Finance. Post Ref: 5980

CRITERIA	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT
<b>Skills/Knowledge/Aptitude</b> <ul style="list-style-type: none"> <li>Ability to collect, appraise, analyse and evaluate information</li> <li>Excellent communication skills</li> <li>Excellent IT skills, proficient in Excel and Word</li> <li>Ability to organise, plan, and prioritise</li> <li>Strong organisational, interpersonal and communication skills, both written and spoken</li> <li>Diplomacy tact and negotiation skills</li> <li>Ability to analyse financial data and produce and evaluate meaningful management information</li> <li>Ability to set and achieve demanding performance targets and to effectively manage any identified underperformance</li> <li>Ability to troubleshoot, problem solve and think laterally</li> <li>Good understanding of a Financial Accounting package</li> <li>A sound understanding of accounting requirements</li> <li>Numerate with a high degree of accuracy</li> </ul>	Y Y Y Y Y Y Y Y Y Y Y Y	
<b>Qualifications and Training</b> <ul style="list-style-type: none"> <li>Chartered Management Accounting Qualification or equivalent</li> <li>ICT qualification (or willing to work towards)</li> <li>Evidence of ongoing CPD</li> </ul>	Y  Y	Y
<b>Experience</b> <ul style="list-style-type: none"> <li>Minimum of 2 years' management accounting experience</li> <li>Experience in managing and leading a team</li> <li>Experience within a large and complex financial environment</li> <li>Experience of working with Budget-holders</li> <li>Experience of working with colleagues at all levels</li> <li>Experience of implementing financial policies and procedures</li> <li>Experience of working within an FE establishment</li> <li>Experience of self-assessment process</li> <li>Experience of writing reports and papers</li> <li>Experience in handling internal and external audit processes and</li> </ul>	Y Y Y Y Y  Y Y	Y Y

meeting audit requirements	Y	
• Experience of liaising with external partners	Y	
<b>Disposition</b>		
• Ability to work individually and as part of a team	Y	
• The ability to achieve targets and personal objectives	Y	
• Commitment to Continuous Professional Development of the team and her / himself	Y	
• Ability to drive forward change and promote continuous improvement	Y	
• Ability to work under pressure meet tight deadlines	Y	
• Ability to lead and also to be part of a team	Y	
• To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults	Y	
• To uphold British Values, the college values and responsibilities with regard to equality & diversity	Y	
• To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation	Y	