



JOB DESCRIPTION

JOB DETAILS

Job Title: Technical Finance Lead: Tyne Coast College and Academy Trust

Grade: MSP 10 £43,958

JOB PURPOSE

To provide a finance service for Tyne Coast College (TCC) and Tyne Coast Academy Trust (TCAT).

ACCOUNTABLE TO: Head of Finance

KEY RESULT AREAS

Finance

1. Support the Head of Finance in the identification of and bidding for funding opportunities from government bodies, Devolved Authorities, Local Enterprise Partnerships etc.
2. Preparation of funding body and other statutory returns within the ESFA deadlines.
3. Responsible for the data co-ordination and completion of Streamlined Energy and Carbon Reports.
4. Completion of financial returns to the Office for National Statistics as required.
5. Responsible for monitoring the performance of the outsourced catering contracts.
6. Responsible for all treasury management functions, including operational cash management, cash flow forecasting, oversight of banking arrangement and systems, investment opportunities and borrowing requirements.
7. Prepare reports and provide analysis on finance issues as requested.
8. Work with colleagues to ensure the finance processes are undertaken timely and accurately.
9. Co-ordinate the completion of the statutory Annual Report and Financial Statements.
10. Report directly and promptly to the Head of Finance any potential, actual or suspected irregularity within the College/Trust financial regulations and financial management.
11. Liaise with internal and external auditors as required and assist the Head of Finance in the preparation of papers for the Finance and Audit Committees.
12. Attendance of relevant finance / audit / staffing sub committees as required.
13. Carry out evening Duty Manager Responsibilities as required

VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of the College and Academy Trust, it must be accepted that, as the College and Trust work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

EQUALITY AND DIVERSITY

The College and Trust is committed to equality and diversity for all members of society and will take action to discharge this responsibility; many of the actions will rely on individual staff members embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College and Trust initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you the College or the Trust can improve its practice on Equality and Diversity, please contact the Equality and Diversity Officer in Human Resources.

HEALTH AND SAFETY

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with the College and Trust on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to the College and Trust Health and Safety Policies in respect to their specific duties and responsibilities.

LEARNING & DEVELOPMENT

All staff are required to participate fully in the College and Trust Learning & Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS

Tyne Coast College and Academy Trust is committed to safeguarding and the prevent duty. Ensuring safeguarding arrangements to protect children, young people and vulnerable groups meet all statutory and other government requirements, promote their welfare and prevent radicalisation and extremism. The College and Trust expects all staff and volunteers to share this commitment.

COMMUNICATION AND WORKING RELATIONSHIPS

Internal Communication/Working Relationships

Liaison with:

- Chief Executive
- Chief Finance Officer
- Principals
- Deputy Principals/Directors
- Heads of Schools
- Heads of Departments/Managers
- Other Budget Holders

Membership of College Groups

Any appropriate Group identified

External Communication/Working Relationships

Liaison with:

Internal and External Auditors
Education and Skills Funding Agency (ESFA)
Banks
Finance Providers
Customers/Suppliers
Students, clients and customers

This is not an exhaustive list – it is for illustrative purposes only