



Job Description:

Finance Manager



Finance Manager REF: FIN011-757

This role will:

The post holder will be responsible for the production of statutory accounts, budgets and regular management information as well as a range of other duties associated with the post of Finance Manager.

As a manager of the College, the post holder will proactively identify opportunities to continuously improve all aspects of College operations and will work in partnership with other College managers to achieve this aim.

Responsible to:

The postholder is responsible to the Director of Finance

Responsible for:

The post holder will be responsible for the management of staff employed in the:

- Finance Department

Key Accountabilities and Responsibilities:

- To produce the annual statutory accounts and working papers and liaise with External Auditors to ensure audit requirements are met.
- To monitor all Group finances and produce monthly management accounts (plus rolling 24-month cash-flow forecast) as required by the Senior Leadership Team (SLT).
- To update the Group 3-year Financial Forecasts/CFFR on a monthly basis and prepare the annual submission to Department of Education (DfE) per specified timetable.
- To follow-up Internal and External Audit recommendations to ensure that they have been fully implemented.
- To assist in the appointment process for College Bankers, Auditors and other professional advisers when necessary.
- To maintain an up to date understanding of the funding regimes of the DfE (previously ESFA).
- To develop, monitor and report annually on key financial indicators.
- In consultation with the Director of Finance prepare the annual budgets for budget holders.
- To produce monthly statements of accounts for budget holders.

- To meet monthly with major budget holders, as appropriate, to review spend against profiles (in particular, but not limited to, the Head of Facilities Management).
- To maintain ongoing schedules of capital spend, reconciled monthly with the finance record.
- To produce financial returns as required by the various funding bodies.
- To assist with bids for revenue and capital funding.
- To ensure that the College's computerised Finance system is maintained and developed as necessary to meet changing requirements.
- To invest College funds in accordance with College policy.
- To review potential contracts to ensure the financial implications for the College are appropriate.
- To assist the Director of Finance with tendering procurement arrangements.
- To be a member of internal and external committees and working parties and to Chair them as appropriate.
- To prepare and present reports as appropriate to internal and/or external committees.
- To maintain a current knowledge of relevant developments and legal issues in respect of your area of responsibility, and ensure that appropriate colleagues are briefed, to ensure that the College meets its obligations.
- To monitor and maintain College policies and procedures in relation to all aspects of the post's responsibilities.
- To be responsible for, and ensure compliance with, Health and Safety requirements within the section.
- To lead and promote effective Risk Management (including Health and Safety), using College policies and procedures, within the Department.
- To actively promote the positive development of equality and diversity within the section and the College.
- To carry out any other duties which may be required from time to time and which are commensurate with the post

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Possession of a degree or level 4 qualification	E	A
Possession of an appropriate accountancy qualification	E	A

Experience		
Minimum of two years experience of delivery/management/co-ordination of relevant Finance Department activities	E	A & I
Report writing and ability to present to scrutiny committee	D	I
Experience of managing budgets and physical resources	E	A
A knowledge and understanding of the FE sector	D	A & I

Knowledge, Skills and Attributes		
High level of planning and organisational skills	D	A
IT literate	E	A
Ability to work collaboratively internally and externally	E	I
Highly developed interpersonal/communication skills	D	I
Motivation, leadership and team skills	D	I
Strong customer focus	D	I
Proven ability to achieve objectives and meet targets	E	A & I
Willingness to work flexibly	D	I
Commitment to personal learning and developing others	D	I
To work in accordance with and promote the College's Staff Charter, "Our Values"	E	I
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
Willingness to commit to adhering to college policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

Salary:

£49,008.00 per annum

Summary of Terms and Conditions of Employment:

The post is offered under the Southport Education Group Managers' contract, which stipulates a minimum working week of 35 hours.

Please note, all College Managers are expected to act as Evening Duty Principal as required. The postholder will be required to work occasional evenings and weekends therefore must be flexible.

The post will have a teaching commitment which will be reviewed annually.

The postholder will be entitled to receive normal remuneration for all Bank and Public Holidays usually observed in England and Wales and to a further 41 days holiday in each holiday year (1 September – 31 August). The College may also close for a number of days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically, these closures occur over the Christmas and Easter periods.

The post holder will be eligible to contribute automatically to the Teachers' Pension Scheme. Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College, the post holder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The post holder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS), will be requested in the event of a successful application to this post.

All applications for disclosures 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 Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Personnel Department on request. Copies of the policies are available on the College's website on www.southport.ac.uk and the College's Intranet.

The College is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on www.southport.ac.uk.

Timetable for Appointment:

Deadline for receipt of applications: Friday 28th February 2025 (10:00am)

Interviews will be held: Within one month of closing date

Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to personnel@southport.ac.uk

CVs alone will not be accepted.

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please

check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

